

Please fill Out the Following Three Sections and sign.

RETURN TO THE SCHOOL OFFICE.

#1 Student Name: _____ Homeroom Teacher: _____

#2 Dates of Absence: _____/_____/_____ through _____/_____/_____

#3 Student will be absent due to: _____

I have read the text below and understand my child's expectations for make-up work upon return from this absence.

X _____

Date _____

Parent Signature

X _____

Date _____

Student Signature (Middle School Only)

Please be reminded of St. Mary Parish School's policy regarding attendance situations of this type:

As a school staff, we feel that consistency and clear communication are extremely important when we uphold our high academic expectations with all of our students. If your child must miss school for a family vacation, some work may be given to take on the trip, but most often teachers will work with your child after their return to "catch up." Students in this situation should advocate for themselves as they complete make-up work and should expect increased communications from their teachers upon their return in order to aid the transition back into the academic program. Teachers will circulate this form and write any advanced assignments on this form, as well as sign it to acknowledge their knowledge of the absence. For assignments that cannot be given prior to the absence, teachers will work with your student upon his or her return to explain any work that was missed during the absence. Still, it is ultimately the responsibility of the student (and Parent) to advise all teachers of his or her absence and to see that missing work is caught up within one week of the return to school.

TEACHER	CLASS	ASSIGNMENT AND DUE DATE	TEACHER CONCERNS/RECOMMENDATIONS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			