



Holy Rosary Academy

Absence Request

Student Name:		Grade:
Days Absent: From -	To-	Total School Days Missed:
Reason for Absence:		

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Parents have contacted the school office regarding this absence

attendance
secretary initials

Absence Policy:

If parents choose to take students out of school for non-essential reasons (e.g., vacation) they should contact the Office and teachers at least two (2) weeks before the planned absence. It is the responsibility of upper school students to notify their teachers. Planned absences for Upper School students **should not** be scheduled during the last week of the semester (final exams).

Make-Up Work:

Depending on the circumstances, teachers may require daily assignments or assessments to be completed and turned in before, during or after the planned absence. Teachers will provide school work to students in advance of a planned absence or through Google Classroom whenever reasonably possible; however, some work may not be able to be provided in advance or done outside of school. Teachers will work with the student to formulate a plan to make up any assignments.

By signing this form, you acknowledge the make-up policy and the potential academic consequence of a prolonged absence. Parents and students are both responsible for checking Google Classroom daily for changing assignments.

Parent Signature:	Date:
Student Signature:	Date:
Principal Signature:	Date: