



Sancta Familia Academy

Request for Pre-Arranged Absence

This form should be submitted at least one week prior to requested absence.

Student Name _____ Grade _____ Date _____

Date (s) of Requested Absence _____

Reason for Absence _____

If this request is granted, I agree that my student will turn in missed assignments on the day of his return. Any major assignment which is due during the absence must be turned in before the student plans to be out. Tests and quizzes that are missed due to this absence may be taken within the first week of the student's return to school.

Student's Signature _____ Parent's Signature _____

Teacher Information

Teacher Signature	Make Up Work	Due Date
Math Teacher _____	_____	_____
English Teacher _____	_____	_____
Latin Teacher _____	_____	_____
Subject _____	_____	_____
Subject _____	_____	_____
Subject _____	_____	_____

At the teacher's discretion, the student may be asked to attend a tutoring session in order to understand new concepts introduced during their absence.

Approved _____ Not Approved _____ Reason _____

School Administrator's Signature: _____ Date _____

Excused Absence Unexcused Absence