



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

ABSENCE REQUEST FORM

This form must be signed in the following order: (1) Parent, (2) Dean of Students, (3) All teachers for the periods you will be out of school. After the form is completed, return it to the Main Office.

Student _____ Grade _____

Date(s) of Absence _____ Total School Days _____

Absence category request (see previous side for explanation):

- I. _____ Regular Excused Absence
II. _____ College Visit Absence
III. _____ Service/Programmatic Absence
IV. _____ Unexcused Absence

Reason for Absence:

Four horizontal lines for writing the reason for absence.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(For School Office Use)

Disposition of Request
(Absence will be recorded in category checked)

- I. _____ Regular Excused Absence
II. _____ College Visit Absence
III. _____ Service/Programmatic Absence
IV. _____ Unexcused Absence

Dean of Student's Signature: _____ Date: _____

Table with 4 columns: PERIOD, SUBJECT, TEACHER SIGNATURE*, DATE. Rows 1-7.

* Additional comments may be submitted to the Dean of Students as needed.

SJND Student Absence Policies and Procedures

Parents and Students:

This information is intended as a concise overview of the policies governing student absence from the school. If you have questions regarding interpretation of the policies and procedures, please contact the Main Office or the Dean of Students.

Category I: Regular Excused Absence

- A. Definition – Absence resulting from illness, hospitalization, illness or death in the immediate family or other special reasons for which approval is given by the Dean of Students.
- B. Documentation – Communication with the main office or the dean of students (telephone, email or parent note); or the completion of an *Absence Request Form*. Documentation should be completed and submitted on the day of the students return to school. If the absence is pre-excused, the form should be signed by all teachers and returned to the Main Office.
- C. Make-up Work – Students have one school day per day of school absence, up to a maximum of one week, to make up any missed assignments. Exceptions must be approved by the Assistant Principal of Academics.

Category II: College Visit

- A. Definition – Absence resulting from a student traveling to a college or a university that is located a significant distance from the bay area as to require an absence from school. College visits will only be approved for the instances where a student is traveling in the company of his or her parent or legal guardian. Subject to approval by the Dean of Students.
- B. Documentation – The student's parent or guardian should complete the *Pre-Excused Absence Request Form* and receive the approval of the Dean of Students at least ten days prior to the first day of the anticipated absence. After the Dean reviews the form, it must be signed by all of the student's teachers and returned to the Main Office.
- C. Make-up Work – Approval of an absence request in this category entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to turn in homework assignments and graded work missed upon return and be prepared to take make-up test within five (5) days of his/her return to school. Teachers may not be expected to provide tutorial assistance for material covered during the student's absence.

Category III: Service/Programmatic Absence

- A. Definition – Absence resulting from a student's service to the community or participation in National/International programs (such as the model UN, Speech and Debate Championships or other academic competitions). Student must be traveling in the company of his or her parent or legal guardian. Subject to approval by the Dean of Students.
- B. Documentation – The student's parent or guardian should complete the *Absence Request Form* and receive the approval of the Dean of Students at least ten days prior to the first day of the anticipated absence. After the Dean reviews the form, it must be signed by all of the student's teachers and returned to the Main Office.
- C. Make-up Work – Approval of an absence request in this category entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to turn in homework assignments and graded work upon return and be prepared to take make-up test within five (5) days of his/her return to school. Teachers may not be expected to provide tutorial assistance for material covered during the student's absence.

Category IV: Unexcused Absence

- A. Definition – Absences that have the consent of a parent or guardian but do not meet the criteria for Category I., Category II, or Category III.
- B. Documentation – Communication with the Main Office or the Dean of Students (telephone, email or parent note); or the completion of an *Absence Request Form*. Documentation should be completed and submitted on the day the student returns to school. Additionally, any unconfirmed student absence will be recorded in this category.
- C. Make-up Work – Students will receive zeros on all assignments, unless the teacher determines that the missed assignment is "major." Students may request advanced assignments to attempt to stay academically abreast but no graded work or tests will be accepted by teachers.
- D. School Discipline – No discipline beyond the negative academic consequences will be assessed. This applies to unexcused absences using this form only.

Category V: Field Trips and Sports Dismissals

- A. This form is not required for school sponsored field trips or early dismissal for SJND athletic events.

Category VI: Cut

- A. Definition – Any absence from school/class without the knowledge and consent of the parent/guardian or the school. Cutting will result in no academic credit being given for missed work, plus appropriate disciplinary action.

Excessive Absences:

- A. The school reserves the right to deny credit for any class in which a student has accumulated more than 5 absences in any semester. Consequences for excessive absences from school may include not only denial of credit but also placement on disciplinary probation. Note, the school's policy refers to classes rather than days.

Absences and Athletic/Extracurricular Activities:

- A. Students who wish to participate in afterschool/evening extracurricular activities or athletic events must be in attendance at school all day. When the event is on a weekend or holiday, students must be present, at school, the entire day prior to the event. Students who are not present for the entire day will not be allowed to participate in athletic/extracurricular activities.