

St. Thecla School
Pre-arranged Absence Form

IMPORTANT

St. Thecla's school calendar provides families with many opportunities for vacations during the school year. We do discourage parents in relation to extended absences for their children. **Please review Policy IV in Handbook on Attendance.**

TEACHERS WILL NOT PROVIDE WORK FOR STUDENTS PRIOR TO THEIR DEPARTURE.

Please be advised that if you choose to take your child out for an extended period of time, there will be a considerable amount of work to be made up when the child returns to school. It will be the responsibility of the student to complete all work within the same number of days they were absent.

Instructional time cannot be duplicated. You therefore take the risk that your child may be unable to make up material that was covered in their absence. This could obviously affect their grade.

St. Thecla's Staff and Administration

TO BE COMPLETED BY PARENTS:

1. Child's Name: _____ Grade: _____

Homeroom Teacher: _____

2. Reason for Proposed Absence:

3. Dates of Proposed Absence:

Parent Signature

Date