



St. Mary's Academy

TRADITION ENDURES

### Planned Absence Form

In cases where an extended absence of 2 or more days is planned, due to a family vacation, extended trip or other circumstance, students are required to complete this form. This form requires signatures from the parents and each of student's teachers as well as approval from the Principal.

The PAF must be returned to the Principal's Office for approval at least 3 scholastic days prior to the absence. Failure to complete the form or not getting the extended absence approved will have academic consequences and the student will not receive credit for that period of work missed.

Families should avoid scheduling vacation on school days, particularly during quarter or semester exams. Even though these absences *may* be approved, we ask parents and students to seriously consider the effect this absence might have upon the student's progress in school and on their fellow classmates. Students must assume full responsibility for any assignments missed during the period of absence.

*Teachers are not obligated to count or grade make-up work if proper arrangements have not been made according to the regulated stipulations. For further clarification, please refer to the Academy handbook.*

Student: \_\_\_\_\_ Date(s) Absent: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Subject:

Assignment(s):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes:

\_\_\_\_\_

\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_