



ST. MICHAEL'S ACADEMY

Traditional Catholic School

"Semper Fortes in Fide"

EXTENDED ABSENCE FORM (EAF)

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 or Dean of Students.

The EAF 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's Name

Grade

Number of school days missed: _____ From: _____ to _____

Student will return to school on: DATE: _____

Reason for Request: _____

Class Period

Teacher's Signature

Assignment(s) Due

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

Parent Signature

Date

Student Signature

Date

Principal or Dean's Signature

Date

NOTES: _____