



Archbishop O'Leary Catholic High School

Extended Absence Form

STUDENT(S) NAME:	
GRADE:	
PARENT/GUARDIAN NAME:	
REASON FOR ABSENCE:	
DATES(S) ABSENT:	

Please read and initial each point below, sign, and turn in to the Main Office

- _____ I/We understand that taking vacations and other scheduled absences during the scheduled school calendar is highly discouraged and will impact a student's progress in his/her courses.
- _____ I/We understand that learning activities that take place in the classroom cannot be replicated when a child is absent.
- _____ I/We understand that if a Final Exam is to be written at the time of this absence _____ may not be eligible to write this exam. If a Diploma Course is to be written during the time of this absence, then _____ will receive an Incomplete and will need to write this exam during an alternate writing session. Diploma Exam dates can NOT be rescheduled.
- _____ I/We understand that teachers will not be expected to provide additional programming for students who are on extended breaks. Students will need to utilize PDT sessions for missed instruction and assessment.
- _____ I/We understand that it is the responsibility of _____ to speak to his teachers and document what course work needs to be worked on during this absence. Please ensure your child has completed the "Assignment Sheet for Extended Absences" at least one week prior to leaving.

Student Signature

Date:

Date:

Parent Signature

Date:

Cohort Administrator

Assignment Sheet for Extended Absences

Student Name: _____

TEACHERS’ ACKNOWLEDGEMENT OF STUDENT’S ABSENCE AND RESPONSIBILITIES:

Course	Teacher <i>Signature Included</i>	Current Mark	Assessments be to Complete upon return	Date to be completed

I commit to completing the work outlined in the above document. I will make time during my absence to work on this material in order to maintain pace in these courses. I understand that I will need to maintain pace with the class to complete my course work based on the deadlines indicated in the above chart.

Student Signature

Date