

# PERSONAL ABSENCE

**This form must be completed whenever there is a planned absence of 3 or more days.**

Nativity School policy regarding personal absences is as follows:

1. Parents taking students out of school for personal reasons must notify the classroom teacher and the Principal in writing prior to the absence.
2. An absence from school for vacation purposes is not condoned by Nativity School. Students miss valuable teaching time, which no amount of independent study can replace.
3. Absences may affect your child's grades, promotion, and participation in extra-curricular activities (i.e. sports, student government).
4. The school is under no obligation to provide tutoring, make-up work, or special testing schedules for such absences.
5. **DO NOT ASK THE CLASSROOM TEACHER TO PREPARE WORK FOR A STUDENT LEAVING ON VACATION.**

Reason for personal absence: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_ (to school)  
Date Time if leaving during a school day

SIGNATURES: Your signature indicates that you have read the above and are aware of Nativity's policy regarding personal absence. Please turn completed form into the office.

<u>Student (s) Name(s):</u>	<u>GRADE</u>	<u>Teachers's Signature</u> (obtained by office)
1. _____	_____	_____ (Please forward to next teacher or Principal)
2. _____	_____	_____ (Please forward to next teacher or Principal)
3. _____	_____	_____ (Please forward to next teacher or Principal)
4. _____	_____	_____ (Please forward to next teacher or Principal)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal (obtained by office-Principal forward to office)

\_\_\_\_\_  
Date Received in Office