

St. Michael the Archangel Catholic School

Extended Absence Request Form

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent.

Extended Absences - parents may request approval for extended absences from school for special circumstances like family weddings, special events, tournaments, etc.

- Parents are expected to schedule family vacations within the breaks set by the school calendar.
- Parents must request approval from the school administration **at least 2 weeks before the expected absence**. Failure to do so may result in the absence being unexcused.
- Nothing can replace live classroom instruction. Teachers are not expected to create special materials in advance for students who miss school for extended absences or unexcused absences. The school will make every effort to work with the family to provide make-up work or lessons missed.

Parents requesting permission for their child to miss school for **three or more days**, (i.e. a family vacation or sporting event) must complete this form and return it to the school office **at least two weeks prior to the anticipated absence for the administration's review**.

Student Name (one student per form) _____

List the **beginning and ending dates** the students will be out of school _____

Parents must submit this form to the office for review before asking teachers to sign-off of the student absence. Teachers should not complete the form unless it has received approval from an administrator.

Reason for Absence _____

Parent Signature

Student Signature (Grades 5-8)

Please list all the teachers the student sees daily.

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

-----**For Office Use Only**-----

Principal/Assistant Principal Signature

_____ Excused

_____ Unexcused