St. Petronille School discourages the scheduling of absences during the school year since it is difficult to replicate the interaction and learning that occurs during one school day. Parents are thus encouraged to arrange schedules to minimize conflict with school days.

In the event that a student will be absent when school is in session, the student's parents must complete a Scheduled Absence Form and submit it to the student's teacher. It is the parents' and student's responsibility to request make-up work from the teacher. It is within the teacher's discretion to provide make-up work either before the student leaves or upon the student's return. Any tests that will be missed must be rescheduled at the teacher's convenience and within a reasonable time frame.

ST. PETRONILLE SCHOOL

SCHEDULED ABSENCE FORM

Complete a separate form for each child that will miss school day(s) because of a scheduled absence.

_____, _____, _____,
Child's name Grade Room#

will miss _____ school days, from ___/___/___ to ___/___/___.

It is the parents' and student's responsibility to request make-up work and reschedule tests.

_____ _____ _____
Parent's Signature Phone Number Date