

SANDUSKY CENTRAL CATHOLIC SCHOOL
APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

Parents have received a school calendar, which indicates school holidays and vacation periods. Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "UNEXCUSED" and parents are asked to complete this form to relieve the school of responsibility.

STUDENT'S NAME _____ GRADE _____

ADDRESS _____ PHONE _____

DATE LEAVING _____ DATE RETURNING TO SCHOOL _____

State clearly the nature of this absence and the reason(s) the leave must be taken during the school year:

STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reason(s) listed above is not provided for under the school attendance laws of the State of Ohio; that this absence will be "UNEXCUSED" but that by completing this form and fulfilling the requirements that student will be permitted to make up tests missed and will not be considered truant.

K-5: Work will be made up within one week of the student's return to school. Work will not be assigned prior to convenience absence. Arrangements to make up tests and daily work/assignments must be made by the student, by the second day of his/her return to school after a personal convenience absence.

6-12: The student must take these tests after school or at the convenience of the teacher, within a week of his/her return, or receive a zero for the work.

Teachers, at their own discretion, may assign work that is appropriate or convenient to the teacher. In most cases work cannot and will not be assigned ahead of time.

We further understand that when a student returns from a personal convenience absence, teachers are not required to grade, examine or correct any work done by the student during the absence. The school can assume no responsibility for a drop in grades suffered by a student who is absent due to personal convenience.

It is the responsibility of the parent to inform the principal and each teacher of this personal convenience absence at least two weeks in advance.

All of the above regulations concerning personal convenience absences are applicable only to trips in which students accompany their parents.

DATE _____ STUDENT'S SIGNATURE _____

PARENT/GUARDIAN'S SIGNATURE _____

NO. DAYS ABSENT _____

It must be understood that the principal's signature does not indicate approval of the statement of absence, only that he/she is aware of such.

PRINCIPAL'S SIGNATURE _____

***THIS FORM IS DUE 2 WEEKS PRIOR TO THE REQUESTED ABSENCE.**

****THIS FORM IS NOT REQUIRED FOR 1 DAY FAMILY REQUESTS.**

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GRADES 6-12 ONLY

(Please take around to all teachers and get their signatures. Once form is completed, please return to your campus office.)

Teacher's Signature

Teacher's Comments

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____
