



ST. HENRY
DISTRICT HIGH SCHOOL

Extended Periods of Absence/Vacations

Vacations are strongly discouraged during instructional time. Students who know they will miss school for reasons related to athletics (not associated with SHDHS) or personal/family reasons should submit this form to the front office for approval by the administration of SHDHS at least five days before the absence. This ensures effective communication with school personnel regarding attendance and class assignments. Students will receive the same number of days absent plus one additional day to complete makeup work. Individual teachers may already have policies in place which supersede this policy. **Students must take the initiative to see their teachers and plan for missed work.**

Student Name: _____ Grade Level: _____

Today's Date: _____ Requested date(s) of absence: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____ Email: _____

Reason/purpose for the absence: _____

Students are responsible for all makeup work accrued during this absence under the makeup policy established by the SHDHS Student Handbook and teachers' expectations/policies.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Administrator Approval: YES NO

Administrator Signature: _____ Date: _____

Teacher Signatures: (Teachers are aware that the student will be excused for this absence.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

