

**THE HIGH SCHOOL OF ST. THOMAS MORE
PRE-ARRANGED ABSENCE NOTIFICATION**

Regular attendance in school is key to academic success. To the extent that it is possible, we ask that parents consider school when scheduling family trips, non-school related activities and non-medical appointments. When it is not possible to avoid absence from school, students should give notice to teachers in writing and verbally five (5) school days in advance of the absence in order to ensure that the student does not fall behind academically.

The student has the responsibility for securing signatures from parents and teachers and turning the completed form into the school office. The student must work with his/her individual teachers for assignment requirements. Each teacher must sign this notification at the bottom to indicate that he/she was notified. A teacher may require students to submit assignments and/or take tests before the pre-arranged absence. This determination will be communicated to the student by the individual teacher.

Failure to pre-arrange the absence will result in an unexcused absence(s).

My student, _____, will be absent from school on the following day(s):

_____.

Reason:

Parent's Signature: _____ Date _____

Teachers:	1. _____	Date: _____
	2. _____	_____
	3. _____	_____
	4. _____	_____
	5. _____	_____
	6. _____	_____
	7. _____	_____
	8. _____	_____

To be completed by the office
Date Received by the office: _____

Administrator's Signature