

Student Absence Approval Form

We believe that school attendance and promptness are essential components for student success. Please note that to this end, our Honor Roll and Principal's List criteria require satisfactory attendance and conduct. Please refer to the Student/Parent Handbook for details on this policy.

Parents, please complete the top portion of this form and turn it in to the homeroom teacher. Please submit at least one week prior to requested absence.

Student Name: _____ Date Submitted: _____

Teacher: _____ Grade: _____

Requested date(s) of student absence: _____

Reason for absence: _____

To be completed by homeroom teacher:

Absences to date: _____ excused _____ unexcused

Tardies to date: _____ excused _____ unexcused

Current Attendance Grade: _____

Current Academic Average: _____ Language Arts _____ Science _____

_____ Math _____ Social Studies _____

To be completed by headmaster:

- Unexcused – no makeup work will be given
- Unexcused – makeup work will be given upon return (due within 3 days of return)
- Excused –makeup work will be given upon return (due within 3 days of return) + Travel related assignment

Total Points deducted from Attendance grade (for this request): _____

Headmaster's Signature: _____ Date: _____

Attendance Grading Scale:

Unexcused absence = 3 point deduction, Unexcused tardy/check-out = 2 point deduction

S = 85-100 N = 70-84 U = 69 and Below

Comments:

Please note: St. Luke School Board policy on student absences allows for "Excused absences only for student illness or serious illness or death of immediate family members. Makeup work will be given only for excused absences." Policy effective: July 29, 2003