



Seton LaSalle Catholic High School Student Extended Absence Request and Notification Form

This form should be completed and returned to Mr. Will Merchant, Principal, if an enrolled child will miss school for more than three (3) school days. Request for a special absence needs school approval before the absence takes place. Questions should be directed to Mr. Merchant at 412-561-3583, Extension 501.

Though Seton LaSalle and the Diocese of Pittsburgh do not believe students should be excused from school voluntarily while classes are in session, we realize that, at times, a student may need to be away from school for special reasons. Students and families who wish to pursue an extended, special absence must accept responsibility to obtain and complete all missed work, and understand that the faculty at Seton LaSalle is neither compelled nor responsible to provide make-up work in advance of a special absence. This form must be completed in advance of any special absence for the absence(s) to be considered excused. Upon the student's return to school, every reasonable effort will be made to prepare a general list of assignments along with a makeup schedule to aid the child's re-integration into the classroom.

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|---|--------------------|
| Full student name(s): | Grade: |
| Reason for travel: | Total days absent: |
| Dates child will not be in school (Please list) | Return date:** |
| Parent or legal guardian signature, acknowledging the above statement(s): | Today's date: |
| Student - Please have all your teachers sign the form below to inform them of your absence. Teachers - This student is applying for a special, long-term absence. Please sign below and indicate the class name and current grade. | |
| Pd. 1: | Pd. 5: |
| Pd. 2: | Pd. 6: |
| Pd. 3: | Pd. 7: |
| Pd. 4: | Pd. 8: |

** NOTE: If the anticipated date of return to school extends beyond the return date noted above due to unforeseen circumstances, parents should contact the school as soon as possible. Otherwise, the student will be considered truant.

Signature of Principal: _____ Date: _____