



St. Joseph Catholic School  
1225 Gallatin Road, South  
Madison, TN 37115  
PHONE: (615) 865-1491  
FAX: (615) 612-0228

**Special Absence Approval Form**

**Planned Absence**

**Parents should be aware of the impact of unnecessary absences and plan for family vacations using the school calendar.** Parents are asked to submit a "Special Absence Approval Form" to the principal one week in advance if they wish the absence to be considered excused. These forms may be obtained from the office. Vacations and trips taken without prior approval will be considered unexcused and all work/tests missed will receive a 50% grade deduction. **These trips and vacations are discouraged as the class time missed has a negative impact on the student's learning.**

In some special extenuating circumstances, absences of students may be considered excused for family trips. This is, nevertheless, counted toward the total absence of the student for the year. In order for these absences to be considered excused, three conditions are necessary:

1. Complete the bottom portion of this Special Absence Approval Form and return it to the principal at least one week prior to the student's absence.
2. Check Plan A or Plan B for how missing work and tests will be completed.

**Plan A - work given in advance**

Parents may request work ahead of time. However, teachers are not required to give work ahead of time, even for excused absences. If work is given before the time the student will be absent, the work is due upon the student's return. Tests will not be given in advance. For work missed and assigned when the student returns, the student has the number of days absent to make up the work and tests. All tests and work not completed by that time will receive a 50% grade deduction.

**Plan B - work given upon return** if no work is given to the student prior to leaving for an excused absence, then upon returning the student has the number of days absent to make up the missing work. All tests and work not completed by that time will receive a 50% grade deduction.

1. You will receive notification from the principal regarding the status of this absence. If an absence is considered unexcused, all completed work and tests will receive a 50% grade deduction

Day(s) and Date(s) of Absence: \_\_\_\_\_

Reason for absence (explain):

\_\_\_\_\_  
\_\_\_\_\_

Student name(s):

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

|  |                             |
|--|-----------------------------|
| _____ Approved – Excused Absence       | _____ Principal's Signature |
| _____ Not Approved – Unexcused Absence | _____ Principal's Signature |

Teacher(s) signature \_\_\_\_\_