



## Preplanned Absence Form

*Please note: Palmer Catholic Academy has just 180 instructional days each school year, and every day provides valuable opportunities for learning, collaboration, faith formation, and community building that cannot be fully replicated through make-up work. While we understand that occasional circumstances may require a student to miss school, preplanned absences should be limited to those that are truly necessary. We encourage families to schedule vacations and other discretionary activities during school holidays whenever possible.*

Student Name (print)

Student Homeroom

Date form submitted

Parent Name (print)

Parent Phone #

Parent Signature

Students are responsible for making up all assignments, classwork, homework, projects, and instructional activities missed during a preplanned absence. Any quizzes, tests, or other assessments missed during the absence must be completed upon the student's return to school, as scheduled by the teacher. It is the student's responsibility to communicate with teachers regarding all missed work and deadlines. **Teachers are not expected to prepare assignments in advance of a preplanned absence.** Students are responsible for obtaining any missed work upon their return unless otherwise directed by the teacher.

Date(s) of Preplanned Absence: From \_\_\_\_\_ to \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Preplanned absence requests are reviewed on an individual basis and may be approved or denied based on factors including, but not limited to, the student's attendance history, academic standing, the number of instructional days requested, the timing of the absence, and other school considerations. Approval signifies that the school has authorized the absence under its attendance procedures; it does not eliminate the student's responsibility to complete all missed work or assessments.

**FOR STAFF USE ONLY - TEACHERS, COMPLETE AND SIGN BELOW.**

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Yes ☐ No Approval \_\_\_\_\_ (indicate reason if not approved)

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Yes ☐ No Approval \_\_\_\_\_ (indicate reason if not approved)

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Yes ☐ No Approval \_\_\_\_\_ (indicate reason if not approved)

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Teacher signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Yes ☐ No Approval \_\_\_\_\_ (indicate reason if not approved)

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_ ☐ Yes ☐ No Approval \_\_\_\_\_ (indicate reason if not approved)

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Mission statement: Palmer Catholic Academy of Our Lady Star of the Sea Catholic Church provides a Catholic and Christ-centered educational environment that inspires all students to reach their full spiritual and academic potential and become responsible, respectful, and reverent disciples of Christ.**