



Sacred Heart School

Excused Absence Request

The school calendar and hours are published prior to the beginning of each year. Parents/guardians are expected to honor the calendar when planning vacations and medical appointments. Regular and punctual attendance is a vital part of the education process.

1. This form should be completed and given to the teacher **at least one (1) week** prior to the trip.
2. Teachers are not responsible for providing homework prior to the trip. Students **must make up all work that is missed.**
3. **Failure to get pre-approval may result in the absence being declared unexcused.**
4. Permission **MAY NOT** be granted for trips during the school’s standardized testing period.
5. **ONLY** students with grades of “A’s” or “B’s” and “1s” and “2s” are eligible for a pre-approved absence.

**** NOTE:** Approval of absences is at the administration’s discretion based upon a student’s attendance, discipline and academic records. No more than five (5) days per school year will be approved for an educational family trip. Any days beyond the maximum of five (5) will be considered unexcused. If the trip is going to exceed five (5) days or you have exceeded your maximum of five (5) days, a written request for approval must be submitted to the Principal.

Student’s Name	Grade	Homeroom Teacher
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Trip Dates	Destination
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Please give a brief description of the trip or circumstances _____

Parent Signature	Date
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Teacher Signature (Signature is Approval)	Date
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Teachers will turn in form to the office within 24 hours for Principal approval.

FOR OFFICE USE ONLY

____ Trip Approved ____ Trip Denied

Reason for denial _____

Principal Signature

Date
