

# Villa Maria Academy

## Notification of Student's Anticipated Absence Form

**I/We are requesting to take my/our daughter on a trip during regularly scheduled school time.**

**Date of Request:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Dates of Anticipated Absence:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**In order for the faculty to have time to prepare work for the student, this request must be submitted to the Dean of Students no fewer than five (5) days prior to the proposed trip.**

**Exception: Emergency travel due to family member's illness or death.**

**It is understood by both the parent(s) and the student that it is the student's responsibility to check with each teacher PRIOR to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be completed and returned by the date designated by the teachers. Any necessary tutoring will be the family's responsibility.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_