

Villa Maria Academy

Notification of Student's Anticipated Absence Form

I/We are requesting to take my/our daughter on a non-school sponsored activity, or trip during regularly scheduled school time.

Date of Request: _____

Student's Name: _____

Grade: _____ Advisor: _____

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.

Teacher Recommendation/ Endorsement:

_____	_____
_____	_____
_____	_____
_____	_____

A teacher reserves the right to endorse a student's absence based on academic performance. Should the student take the absence without the recommendation of the teacher, the student and family both understand that any work the student has missed, or any drop in academic performance is the responsibility of the student. The student also acknowledges that the work must be made-up in a timely manner. Teachers will not be expected to re-teach material to that student.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____