

# St. Charles School Prearranged Absence Authorization

The Attendance Policy in the St. Charles School Parent/Student Handbook reads:

St. Charles School follows the requirements of the State of Indiana. Accreditation is dependent on meeting standards set by the Department of Education.

Absences are authorized for the following circumstances:

1. Personal illness or injury
2. Death of an immediate family member
3. Other highly extenuating circumstances which will be determined by the principal

Vacations are considered unexcused absences and should be planned only during school breaks. With an unexcused absence make up work will be available upon the student's return.

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In the case of a prearranged absence, the form below should be submitted to the principal at least two weeks prior to the absence.

Date of Request \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

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

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This section is to be completed by the principal and forwarded to teachers.

\_\_\_\_\_ Excused Absence      \_\_\_\_\_ Unexcused Absence

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Recorded on Roster