

**SAINT ROSE SCHOOL  
PERSONAL CONVENIENCE FORM  
UNEXCUSED & EXCUSED ABSENCE  
(To be completed one week prior to the date of the planned absence)**

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Dates student will be absent: \_\_\_\_\_

Total days absent from school: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_ Yes, I am requesting work. My child will collect work from the following teachers:  
(You are required to list the teachers' names for this to be processed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ No, I am not requesting work. My child will complete work upon his/her return to school.

**UNEXCUSED ABSENCE:**

1. Assignments may be given before a scheduled absence, if the absence form is turn in on week in advance.
2. The assignments given prior to vacation may not include all assignments. Therefore, it is the student's responsibility to contact the teacher(s) upon returning to school. (Assignments given will vary depending on the grade level of the student and the teacher.)
3. The student will be responsible for completing his/her missed work in a period of time equal to the number of days absent (3 days absent = 3 days to make up work). These days include weekends, holidays, snow days, and the like. Failure to complete the work will result in a missing assignment notice.
4. The student will be permitted to make up tests upon his/her return to school. Arrangements to make up tests must be made by the student by the second day he/she returns to school or an "F" will be recorded for each test.

It is understood that the Principal's signature does not indicate approval of the statement of absence, but only awareness of such.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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