



St. Jane Frances de Chantal School

1900 Washington Blvd. Easton, PA 18042

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A Catholic Tradition in Academic Excellence

Extended Absence Form

The school administration and faculty realize that it is sometimes necessary to plan for vacations during the school year, resulting in student absence for many days. Please notify the teacher as soon as vacation plans have been made or at least one week in advance. Absences for pleasure or business trips of parents are discouraged since the student misses regular instruction program of the school. Such absences are considered to be illegal absences.

Weighing the seriousness of loss of academic progress, we consider it necessary to request an extended absence from class.

Student's name _____

Dates of absence(s) _____

Reason for absence (s) _____

I understand it is the responsibility of me and my child to make up all work that is taught during the absence. All written assignments will be given to the student on his/her first day back from the absences. The student will have 1 calendar day for each day of school missed to complete the assignments. (For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete and hand in all assignments). All tests will be administered according to a schedule determined by the teacher. (Students may be required to complete up to three make-up tests in one day).

Parents/Guardians signature: _____ Date: _____

Student Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Teacher Signature: _____ Date: _____