



# ST. GABRIEL S C H O O L

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## STUDENT PERSONAL CONVENIENCE ABSENCE APPLICATION

Parents have received the school calendar which indicates school holidays and vacation periods. Absence from school for student and/or parent personal convenience is not provided for under the attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "UNEXCUSED" and parents are asked to complete this form to relieve the school of responsibility. The completed form is to be returned to the principal by the parent/guardian at least one week prior to the personal convenience absence.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
First School \_\_\_\_\_ Last School \_\_\_\_\_  
Day Absent \_\_\_\_\_ Day Absent \_\_\_\_\_

State clearly the nature of this absence and the reason why the leave must be taken during the school year.

\_\_\_\_\_

### STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reasons listed above is not provided for under the school attendance laws of the State of Ohio and this absence will be "UNEXCUSED" but that by completing this form and fulfilling the requirements, the student will be permitted to make up tests missed and will not be considered truant. Arrangement to make up tests must be made by the students by the **second day** he returns to school after a personal convenience absence or an "F" will be recorded for each test. All students are expected to be present for semester examinations and for the Proficiency Tests and for the Standard Testing Programs in April.

Teachers may, but are not required, to prepare assignments for students who are anticipating a personal convenience absence. We further understand that when a student returns from a personal convenience absence teachers are required to grade, examine, or correct any work they have assigned to the student during the absence if the work is returned on the first day the student is back in school. The school can assume no responsibility for a drop in grades suffered by a student who is absent due to personal convenience.

All of the above regulations concerning personal convenience absences are applicable to trips which students accompany their parents/ family.

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

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

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

Total Days Absent \_\_\_\_\_ Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_