



Most Blessed
Sacrament School

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PERSONAL CONVENIENCE ABSENCE APPLICATION

STUDENT NAME _____ GRADE _____

DATE LEAVING _____ DATE RETURNING _____

According to the school attendance laws of the state of Ohio, absence from school is excused **ONLY** in cases of illness and family emergencies or circumstances which, in the judgment of the administration, constitute good and sufficient cause for absence from school. Absence for any other reason constitutes an **UNEXCUSED ABSENCE**.

Every parent or guardian has the obligation of seeing that their child is in attendance all school calendar days, except for the reasons stated above. The parent's/guardian's signature upon these statements indicates the acceptance of full responsibility for the unexcused absence on the days listed above and that the child is not considered truant.

It is the responsibility of the student and parent/guardian to inform **EACH TEACHER** of the dates of the personal convenience absence two weeks prior to the absence. Teachers **MAY, BUT ARE NOT REQUIRED**, to prepare assignments for the student.

When returning from a personal convenience absence, the student **WILL BE ALLOWED** to make up tests and complete work missed during the absence, provided that it is done **WITHIN FIVE (5) DAYS AFTER THE STUDENT RETURNS TO SCHOOL**. The teacher will grade, examine, or correct the work completed during the absence.

The school can assume **NO RESPONSIBILITY** for a drop in grades suffered by a pupil who is absent due to personal convenience. Likewise, it must be understood that the signature of an administrator **DOES NOT INDICATE APPROVAL**, but only awareness of such absence.

PLEASE CLEARLY STATE THE NATURE OF THIS ABSENCE AND THE REASON WHY IT MUST TAKE PLACE DURING THE SCHOOL YEAR:

Parent Signature _____ Date _____

Teacher Signature _____ Principal Signature _____

We are faith-filled children of God who will be:

Fair and Just; Accepting responsibility for our choices; Igniting our passion for learning; Treating others with respect, love, and kindness; Helping those in need