

2019 - 2020 Central Catholic Jr/Sr High School

Policies and Procedures for Absences and Appointments

For Absences:

1. Call Central Catholic at 765-474-2496 or send an e-mail to frontoffice@lcss.org to report your student's absence.

The absence will not be excused unless Central Catholic has been notified by phone or e-mail or note.

For Appointments:

Central Catholic discourages the scheduling of appointments during school hours. Only unavoidable medical or dental/orthodontic appointments are considered acceptable reasons for your student to miss class time during the day.

If the appointment is unavoidable:

1. Send a note with your student the day of the appointment and remind them to turn in the note to the front office as soon as they arrive at school that morning. Your student will **receive a pass** to leave class in time for their appointment. *The pass prevents the office from having to use the intercom to call your student out of class, which is disruptive to the entire class and a practice we would like to avoid!*
2. The student should return to school with a note from their healthcare provider.

The absence will not be excused unless a note from the healthcare provider has been submitted to the office.

Policies and Definitions:

Excused Absence – When a student's absence is legitimate and the student has followed all attendance policies related to that absence. A student will be able to make up missed work only when a student has a legitimate absence and has followed the outlined procedures. Extenuating circumstances are at the sole discretion of the principal, assistant principal or in his/her absence, his/her designee.

Unexcused Absence – When a student is more than ten minutes late to class, is absent for an illegitimate reason (including, but not limited to, driving tests, and vacations without a proper excused absence form turned in), is dishonest about an absence either in person or through a parent or guardian, or has not followed attendance procedures related to a legitimate absence. Out of school suspensions are unexcused absences. No classwork during unexcused absences may be made up for credit, which could potentially affect the student's grades.

Please see handbook for more detailed information regarding Attendance Procedures and Policies

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EXCUSED ABSENCE REQUEST FORM

NAME OF STUDENT: _____ Grade: _____

Date(s) of Absence: _____

Destination: _____

Please explain why this absence is necessary during school hours.

What is the educational value of this absence?

Student's Signature: _____

Parent(s)/Guardian(s) Signatures:

Date of Request: ____/____/____

Note: This form should be used and turned into the main office at least 5 days prior to the first day's absence of planned vacations, or planned absences. This form does not need to be used for necessary medical appointments, for a death of an immediate family member, or student illness.

Absence is: **EXCUSED** **UNEXCUSED** **EXEMPT**

Assistant Principal's Signature: _____

Date: ____/____/____

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As part of the excused absence request, the student is responsible to inform his/her teachers of the planned absence and to obtain their signature on this sheet. **These signatures need to be completed before the 5 day advance deadline to turn in this form to Assistant Principal's Office.** If the Assistant Principal excuses the absence, a few days prior to the absence the student needs to collect their assignments from his/her teachers so he/she may work on them during the absence. Make-up work is allowed and due upon return to school. All tests, quizzes, projects, etc will be taken/completed on the day the student returns to school. *As to when end of semester finals are taken, is subject to the discretion of the administration.*

Teachers' Signatures

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Period 7 _____