

ST. JOSEPH BY-THE-SEA HIGH SCHOOL
STUDENT ABSENCE FORM



DATE: _____

STUDENT'S NAME: _____

HOMEROOM: _____

DATES ABSENT: _____

REASON FOR ABSENCE: _____
(NOT FEELING WELL OR SICK IS NOT ACCEPTABLE, DESCRIBE AILMENT OR ACTIVITY)

PARENTS/GUARDIAN'S SIGNATURE
PLEASE READ REVERSE SIDE

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ATTENDANCE IS AN IMPORTANT KEY TO ALL STUDENTS' ACADEMIC SUCCESS. FOR THAT REASON, WE ASK YOU TO COMPLY WITH THE FOLLOWING DIRECTIVES:

IF YOUR SON/DAUGHTER IS ABSENT FROM SCHOOL, YOU, THE PARENT OR GUARDIAN MUST CALL THE SCHOOL ATTENDANCE OFFICE (984-6500) EACH DAY THAT HE/SHE IS ABSENT BETWEEN THE HOURS OF 7:45 – 9:30 A.M. YOU SHOULD GIVE THE STUDENTT'S NAME, YEAR (9, 10, 11, 12), HOMEROOM (9A, 10B, ETC), AND THE REASON FOR THE ABSENCE. WE MUST ACCOUNT FOR YOUR SON /DAUGHTER EVERY DAY EVEN IF HE/SHE IS NOT IN SCHOOL. THIS IS DONE FOR YOUR CHILD'S PROTECTION. YOU MUST CALL EVEN IF YOUR CHILD IS ABSENT MORE THAN ONE DAY.

IF WE DO NOT RECEIVE YOUR CALL, WE WILL CALL YOU AT HOME OR AT WORK, UNTIL WE REACH A PARENT OR GUARDIAN TO VERIFY THE ABSENCE. IF YOU DO NOT CALL, YOUR CHILD WILL SERVE DETENTION WHEN HE/SHE RETURNS TO SCHOOL. FROM TIME TO TIME, WE WILL CALL YOUR HOME EVEN IF A CALL HAS COME IN FROM YOU. ON THE DAY WHEN YOUR SON/DAUGHTER RETURNS TO SCHOOL, HE/SHE MUST BRING IN THIS ABSENCE NOTE, FILLED OUT IN FULL, TO THE ATTENDANCE OFFICE BEFORE THE START OF HOMEROOM. KEEP IN MIND FEELING SICK OR ILL ARE NOT ACCEPTABLE REASONS FOR AN ABSENCE. IF THIS NOTE IS NOT RECEIVED, YOUR CHILD WILL SERVE DETENTION UNTIL THE NOTE IS BROUGHT IN.

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