

Appendix B

Personal Convenience Absence

Lial Catholic School
5700 Davis Road
Whitehouse, Ohio 43571
419-877-5167

APPLICATION FOR A STUDENT PERSONAL CONVENIENCE ABSENCE

Absence from school is excused only in the case of personal illness, illness in the family, quarantine of the home, death in the family or observance of a religious holiday. Absence for any other reason is not provided for under the school attendance laws of the State of Ohio. Though some family vacations have educational value, absence from school for purposes of vacations is an **'Unexcused Absence' and is strongly discouraged.**

Students who accumulate ten or more absences, of any kind, in any one trimester without a doctor's signed excuse are required to report for advisory sessions and to receive tutoring outside of school equaling the total hours of class for all missed days. If absence continues, the school will require a plan of action and appropriate consequences.

Every parent or guardian has the obligation of seeing that their child is in attendance during all school calendar days, except for the reasons stated above. The parent's/guardian's signature upon this statement signifies they accept full responsibility for the unexcused absence for the child for the days indicated below. Likewise, it must be understood that the signature of staff members does not indicate approval of the absence, but only of being aware of the absence.

Student's Name: _____

Date of last class day before leaving: _____ Date Returning: _____

Total Days Absent: _____

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

We understand that absence from school for the reason listed above is not provided for under the school attendance laws of the State of Ohio. We also understand that the school can assume no responsibility for a lapse in progress suffered by a student who is absent due to personal convenience. Completing paperwork related to classes a student misses can never substitute for the interaction and hands-on experiences of the classroom. Teachers are not required to prepare a student's work prior to the unexcused absence.

Upon returning from a personal convenience absence, it is the responsibility of the student to arrange make-up assignment times with the teacher/s. Though make-up work is required on the student, teachers are not required to grant credit for any work missed by a student with an unexcused absence.

Parent's Signature: _____

Student's Signature: _____ Date: _____

Teachers needing to know about this absence: _____

This statement should be presented to the school office prior to the absence.

Principal's signature: _____