

# St. Ignatius Loyola Regional School

## TEMPORARY ABSENCE PERMIT POLICY

Due to the increased number of requests, the following policy has been adopted to better serve the needs of all students.

1. Assignments will be given in advance if the teacher feels it necessary including a project such as a journal or weekly spelling lesson.
2. On returning from the absence, arrangements must be made with the teacher for the student to stay after school to get all missed work.
3. All work must be completed within a one-week period.
4. If special tutoring sessions are necessary due to the absence from class, arrangements must be made with the teacher, regular tutoring fees may be charged.

***I READ AND UNDERSTAND THE ABOVE POLICY REGARDING PROLONGED ABSENCE FROM CLASS INSTRUCTIONAL TIME.***

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
date

Student(s) name and grade: \_\_\_\_\_

Dates of absence: \_\_\_\_\_

Reason for absence (please be specific) \_\_\_\_\_

\_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note that the Principal's signature indicates his awareness of the proposed absence. A prolonged absence from class instructional time is ill-advised for all students.