

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. Upon return from the absence, arrangements must be made with the teacher for the student to stay after school to receive all missed assignments.
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.
5. **If travelling out of state, please review Covid guidelines for return and if needed virtual learning. Please refer to school website. www.stignatiusvikings.org**

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) If out of state, state travelling to : _____

Administrator's signature: _____ Date: _____

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