



St. Joseph School

5411 South Main Street Sylvania, Ohio 43560

COMPLETE AND RETURN TO SCHOOL NURSE

PART A

STUDENT NAME _____ CLASS _____

ADDRESS _____ PHONE _____

DATE OF FIRST ABSENCE _____ DATE RETURNING TO CLASS _____ TOTAL DAYS ABSENT FROM SCHOOL _____

STATE CLEARLY AND CONCISELY THE NATURE OF THE ABSENCE:

PART B

_____ **Excused Absence** – Absence due to illness, hospitalization, or funerals.

_____ **Unexcused Absence** – Absence due to student and/or parent personal convenience.

Personal convenience absence is not provided under the school attendance laws of the State of Ohio.

The proposed absence will be considered “Unexcused”.

GUIDELINES:

1. A planned absence due to illness, injury, hospitalization, or funeral falls in the same category as unplanned absence due to illness. Upon returning to school, students need to contact their teacher(s) regarding work to be made up or tests to be taken.
2. A planned absence due to personal convenience includes family vacations or other such situations. Regular attendance is essential to successful school work. The following will apply in personal convenience absences:
 - The student will be permitted to make-up tests missed. Arrangements to make up tests must be made by the student by the second day he/she returns to school.
 - Teachers are not required to grade, examine or correct any work done by the students who are anticipating days of absence.
 - Teachers are not required to prepare assignments for students who are anticipating days of absence.
 - The school will assume no responsibility for a drop in grades.
 - All absence forms must be completed and on file before the date(s) of the planned absence.
 - **Please Note:** Absence forms for high school visitation by 8th graders must be completed and on file **three** days before the planned absence.

PART C

STUDENT SIGNATURE _____
DATE _____

PARENT/GUARDIAN SIGNATURE _____
DATE _____

NOTED BY SCHOOL NURSE _____ DATE _____

TEACHER(S) INITIALS _____

SPECIALIST'S INITIALS _____
(Music) (Art) (PE) (Spanish)

PRINCIPAL'S SIGNATURE _____

It is understood that the principal's signature and teachers' initials do not indicate approval of the statement of absence but only they are aware of such.