

2009-2010 Excused Absence Form
St. Richard's School
33 East 33rd Street
Indianapolis, IN 46205-3401



Every student will be given two discretionary days. Discretionary days can be used for a variety of reasons and will automatically be considered excused if

- a) the parent/guardian submits this form to the folder at the Front Office Message Board for review by the Heads of Divisions at least five days before the absence and
- b) the days are not used immediately before or following winter or spring break.

Important Note:

Beyond the two discretionary days, students' absences will not be excused unless it is a family emergency, illness, or scheduled appointment. In addition, 8th graders are allowed to shadow at high schools and are given two extra days off of school to do this. A separate form is required and available at the Front Office Message Board. If an absence is unexcused, the student is requested to make up the work but will not receive credit for it. In order to adequately prepare for a student's absence, parents are required to complete the form regardless if the absence is excused or unexcused. The only exception to this rule is for a scheduled appointment. Appointments are handled through the main office.

Parent/Guardian (s) Signature _____ Date _____

Name of Student _____

Grade _____ Homeroom Teacher _____

Parent/Guardian (s) Name _____

Phone _____ Email _____

_____ Discretionary Day

_____ Unexcused Absence

Date(s) of Requested Absence _____

For SRS Office Use Only:

Signature of Head of Division _____

Date form received _____