

# All Saints Catholic School

4001 36<sup>th</sup> Avenue, N.W.  
Norman, Oklahoma 73072

## Request for Excused Absence

(To be completed prior to all planned absences.)

Date of Request \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My child will be absent from school \_\_\_\_\_

(date)

until \_\_\_\_\_.

(date)

I request that the absence is considered excused and that my child has the opportunity to make up all work missed at no penalty. I understand absences exceeding the dates above will not be considered as excused. All requests must be made in person.

Please note that sometimes teachers are able to provide assignments prior to the leave. However, the ASCS handbook states that missed assignments and tests will be available to students upon returning to school. It is the child's responsibility to collect the missing work and complete it in a timeframe negotiated with the teacher.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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### *For office use only:*

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved. Reason \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_