

Saint Gabriel School
2550 41st Avenue
San Francisco, California 94116
(415) 566-0314

Personal Extended Absence Form

Student(s) Name(s)	Grade
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date of Departure: _____

Date of Return: _____

Number of school days to be missed: _____

Reason for personal absence: _____

Saint Gabriel School's policy regarding extended absences is as follows:

- A parent does not have the right to amend the school calendar by taking their child on vacation or trips on school days. Being absent for extended vacations does not lessen the student's academic responsibility nor does it involve special academic consideration.
- A student will not be provided with assignments before leaving for such a vacation but will be required to make up all missed work, including tests, when he/she returns to school. Student will receive at least one day for each day of absence to make up work and tests.
- Excessive absences may affect a student's grades or no grades may be given that quarter. Excessive absences can also affect promotion. No report card will be issued if a student is absent for a total of more than 15 days in a quarter.

Signatures: Your signature indicates that you have read the above and are aware of Saint Gabriel School's policy regarding extended absences.

Parent(s) _____

Teacher _____

Principal _____ **Date Received** _____