



SAINT THOMAS SCHOOL

428 S. FORT THOMAS AVENUE
FORT THOMAS, KENTUCKY
859.572.4641
www.saintthomasschool.org



UNEXCUSED ABSENCE POLICY

Parents/Guardian, please consider the consequences of your child(ren) missing school. It is important to understand that days out of school can affect a student's academic standing. If you decide to remove your child(ren) from school for an unexcused absence the following procedures are to be followed:

The parent must ask the principal and teacher(s) involved at least five (5) days in advance of the student's departure.

The parent must return this signed document concerning the absence.

Principal and teacher(s) involved will determine how the student may account for the work missed.

THE WORK MAY BE GIVEN IN ADVANCE AT THE DISCRETION OF THE TEACHER.

Name of Student: _____ Grade: _____

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Name of Student: _____ Grade: _____

Reason for unexcused absence: _____

Dates student(s) will be missing: _____

List all destinations/layover points: _____

List all modes of transportation that will be used during this absence: _____

I am taking the responsibility for removing the above-named student(s) from school

Signature of parent/guardian

Date