



Our Lady of Perpetual Help School
3221 Santee Road Bethlehem, PA 18020 610-868-6570

Extended Absence Form

The administration and faculty at Our Lady of Perpetual Help School realize that it is sometimes necessary to plan a trip during the school year, resulting in student absence for many days. These types of absences for pleasure or business trips are strongly discouraged since the student misses the regular instruction program of the school.

Due to the current global pandemic, also keep in mind that traveling may open you and your family up to the possibility of contracting COVID-19 and spreading it to other members of our community. Throughout the school year, families that travel out of state will need to follow current travel protocols determined by the PA State Department of Health

For those families traveling, we ask that you notify the school as soon as vacation plans have been made or at least two weeks in advance by submitting this extended absence form to the main office.

Weighing the seriousness of the loss of academic progress and health considerations, we consider it necessary to request an extended absence from class.

Student's name _____

Dates of absence(s) _____

Reason for absence(s) _____

I understand it is the responsibility of my child, with my support, to make up all work that is taught during the absence.

Students are encouraged to have their books with them and consult online class information posted by the teacher. Parents have a responsibility to make sure that the student understands the concepts that were covered when they missed instruction before the student attempts to make-up the work. All written assignments will need to be completed by the student. The student will have 1 calendar day for each day of school missed to complete the assignments. *(For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete and hand in all assignments)*. All tests will be administered according to a schedule determined by the teacher. *(Students may be required to complete up to three make-up tests in one day)*.

Parent/Guardian Signature _____ Date: _____

Student Signature _____ Date: _____

Principal Signature _____ Date: _____

Teacher Signature _____ Date: _____