

# ST. CATHERINE SCHOOL

## STUDENT LEAVE and/or SCHEDULE CHANGE FORM

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When a student will be absent for appointments, trips or any other reason, a Student Leave/Schedule Change Form must be filed with the school prior to the absence. **We will not accept verbal absences from your student.** This allows the teachers to be able to plan accordingly for the student's absence, and to have assignments ready for them so they are caught up upon their return.

Likewise, when a student has a **change in their schedule for the end of the day** (who is picking them up, riding the bus or not, etc.) This form will need to be filed with the school office prior. **We will not accept verbal changes from your student.** Too many times students have not known what they are to do and unnecessary phone calls must be made at the last minute. It causes confusion, chaos and sometimes tears for the student. So please do all you can to avoid this by using this form.

- Student Leave/Schedule Change Forms will be given to each family at Back to School night to use throughout the year. If at any time a family runs out of these forms, they can access them on-line at [www.stcatherine.k12.nd.us](http://www.stcatherine.k12.nd.us) or they can call the school office at 845-1453 to request more and we will send them home in your student's book bag.
- The parent must fill out the Student Leave/Schedule Change Form with all pertinent information, sign it and send it to school with the student that will be absent. The student will then give this form to his/her teacher. The teacher will fill out any assignments they will miss and sign the Student Leave/Schedule Change Form.
- The student will then bring home a copy of the Student Leave/Schedule Change Form with all assignments to be completed filled in. The student is expected to work on their missed assignments while absent so they do not fall behind their class.

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### PARENT SIGNATURE & REQUEST FOR ABSENCE OR SCHEDULE CHANGE

Please permit \_\_\_\_\_ (student names), Grade \_\_\_\_\_

To be absent from school on the following date(s): \_\_\_\_\_

For the following reason: \_\_\_\_\_

(or) to have a schedule change on the following date(s): \_\_\_\_\_

The schedule change is: \_\_\_\_\_

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PARENT SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_

