



# ST. JOSEPH BY-THE-SEA HIGH SCHOOL STUDENT ABSENCE FORM

DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

DATES ABSENT: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature

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**ATTENDANCE IS AN IMPORTANT KEY TO ALL STUDENTS' ACADEMIC SUCCESS. FOR THAT REASON, WE ASK YOU TO COMPLY WITH THE FOLLOWING DIRECTIVES:**

**IF YOUR SON/DAUGHTER IS ABSENT FROM SCHOOL, YOU, THE PARENT OR GUARDIAN MUST CALL THE SCHOOL'S ATTENDANCE OFFICE (718-984-6500) EACH DAY THAT HE/SHE IS ABSENT **PRIOR** TO 8:00 AM. YOU SHOULD GIVE THE STUDENT'S GRADE (9, 10, 11, 12) AND THE REASON FOR THE ABSENCE. WE MUST ACCOUNT FOR YOUR SON/DAUGHTER EVERY DAY EVEN IF HE/SHE IS NOT IN SCHOOL. THIS IS DONE FOR YOUR CHILD'S PROTECTON.**

**UPON A STUDENT'S RETURN, AN OFFICIAL ST. JOSEPH BY-THE-SEA ABSENCE NOTE SIGNED BY A PARENT OR GUARDIAN MUST BE PRESENTED TO THE MAIN OFFICE PRIOR TO HOMEROOM. FAILURE TO SUBMIT THIS OFFICIAL ABSENT NOTE TO THE MAIN OFFICE BY 8:35 AM UPON RETURN TO SCHOOL, WILL RESULT IN DETENTION.**

**WHEN ABSENT FOR THREE (3) CONSECUTIVE DAYS, A DOCTOR'S NOTE IS REQUIRED ALONG WITH THE ABSENT NOTE. ABSENT NOTES WILL BE KEPT ON FILE AS REQUIRED BY THE STATE.**