

Founded 1917



St. Peter's Boys High School Student Absence Form

DATE: _____

STUDENT'S NAME: _____

GRADE: _____

DATES ABSENT: _____

REASON FOR ABSENCE: _____

Parent's/Guardian's Signature

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 IS ABSENT FROM SCHOOL, YOU, THE PARENT OR GUARDIAN, MUST CALL THE SCHOOL'S ATTENDANCE OFFICE (718-447-1676) EACH DAY THAT HE IS ABSENT PRIOR TO 8:00 AM. YOU SHOULD GIVE THE STUDENT'S GRADE (9, 10, 11, OR 12) AND THE REASON FOR THE ABSENCE. WE MUST ACCOUNT FOR YOUR SON EVERY DAY EVEN IF HE IS NOT IN SCHOOL. THIS IS DONE FOR YOUR SON'S PROTECTION.

UPON A STUDENT'S RETURN, AN OFFICIAL ST. PETER'S BOYS HIGH SCHOOL ABSENCE NOTE SIGNED BY A PARENT OR GUARDIAN MUST BE PRESENTED TO THE MAIN OFFICE PRIOR TO HOMEROOM. FAILURE TO SUBMIT THIS OFFICIAL ABSENCE NOTE TO THE GUIDANCE 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 ABSENCE NOTE. ABSENCE NOTES WILL BE KEPT ON FILE AS REQUIRED BY THE STATE.