



## Saint Ignatius College Prep Anticipated Absence Form

This form should be completed and given to the Dean's Office at least two days prior to the anticipated absence. For unanticipated absences, please call the attendance line at 312-421-6435 or email [attendance@ignatius.org](mailto:attendance@ignatius.org) to report the absence.

<b>Student Name:</b> _____	<b>Grade:</b> _____
<b>Date(s) of Absences:</b> _____ <b>Total # of Days:</b> _____	
<b>Reason for Anticipated Absence:</b>	
<input type="checkbox"/> College Visit	<input type="checkbox"/> Non-SICP Sport/Activity
<input type="checkbox"/> Travel	<input type="checkbox"/> Medical
<input type="checkbox"/> Family Obligation	<input type="checkbox"/> Other: _____
<b>Please provide explanation:</b> _____ _____ _____	
<b>Parent Signature:</b> _____ <b>Date:</b> _____ <b>Phone:</b> _____	

### Attendance policies and expectations:

- Any student who misses more than 10% of the class days in a course (9 in one semester) is liable to lose academic credit for courses during that semester. Exceptions for extended medical absences that are verified by a physician's letter will be considered by school administration on a case-by-case basis.
- Seniors are allowed three college visit days and juniors are allowed one college visit day.
- College visits will not be excused after the last Friday in April.
- A student must be in school for at least half of his/her classes in order to participate in or attend co-curricular or athletic events after school.
- Students arriving after 8:30 am must present a doctor's note to excuse their tardiness. Students arriving after 8:30 without a doctor's note will serve a JUG.
- Calls related to attendance should be made to 312-421-6435.