



**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 to report the absence.

Student Name: _____ **Grade:** _____

Date(s) of Absences: _____ **Total # of Days:** _____

Reason for Anticipated Absence:

☐ College Visit

☐ Non-SICP Sport/Activity

☐ Travel

☐ Medical

☐ Family Obligation

☐ Other: _____

Please provide explanation: _____

Parent Signature: _____ **Date:** _____ **Phone:** _____

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.