



# NOTRE DAME ACADEMY

*Educating Women to Make a Difference*

## Excused Absence Application Form

Notre Dame Academy recognizes that sometimes students must be absent from school. Our absence policy allows students to miss approximately 15 days a year. **We require this form be completed if a student must miss more than the policy allows because of a health issue, surgery, or other extenuating circumstances.** The administration will determine if the absences on this form will or will not count toward the maximum number of absences allowed.

Student Name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Reason for absence from school (To be filled out by a professional providing the service)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Frequency of absences (e.g. one or two days a month; six to eight times a school year):

\_\_\_\_\_

Date of absences (if known) \_\_\_\_\_

Parent Signature

Date:

Student Signature

Date:

Professional's Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Professional's Signature

---

NDA Administration Use ONLY:

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_