

St. Rita of Cascia High School
7740 S. Western Avenue
Chicago, Illinois 60620

Request form for Personal Absences

Please note: Request for Personal Absences must be submitted three (3) days in advance except in cases of emergency. The request for Personal Absence is granted when a copy of this form is returned to the person requesting the Personal Absence. A Personal Day taken without filling in this form is to be considered a Personal Day without Pay.

Person Requesting: _____ Date Submitted: _____

Date(s) Requested: _____

For Partial Days Only: Time out of the Building _____

Missing two hours or less is considered a half-day; missing more than two hours is a full day.

<input type="checkbox"/> Bereavement Family Member _____	_____ Personal Day without Pay
<input type="checkbox"/> Jury Duty/Court Appearance	_____ School Related Activity
<input type="checkbox"/> Military Service	Describe: _____
<input type="checkbox"/> Medical	_____
<input type="checkbox"/> Sick	_____
<input type="checkbox"/> Familial Obligation	_____
<input type="checkbox"/> Professional Enrichment	
<input type="checkbox"/> Vacation	
<input type="checkbox"/> Other: _____	

Teachers are responsible to see that an assignment is given for each class period missed. The assignment should be adequate for the full time of the period. The assignment should be submitted to the Main Office.

For Office Use Only:
Days Taken This School Year
_____ Personal Day with Pay
_____ Personal Day without Pay
_____ Sick
_____ Professional

Supervisor Signature: _____ Date: _____