



Saint John Paul II

Live By The Spirit Of Faith. ACADEMY

Future Absence & Early Dismissal

Updated 8/2023

To report a future absence or early dismissal, either complete and submit this form (12-24 hours in advance) to the Main Office in Carmelite Hall, or contact Mrs. Mulholland in the Attendance & Clinic Office at 561-314-2129 or rmulholland@sjpii.net.

STUDENT NAME: _____ GRADE: _____
(Last) (First)

_____ will leave early on: _____ at _____
(DATE) (TIME)

_____ will be absent from school on: _____ and will return on: _____
(DATE) (DATE)

Reason for absence or early dismissal: _____

Parent/Guardian Signature: _____ Date: _____ Phone: _____

Attendance is mandatory and is essential for academic achievement as well as credit completion. When a student is absent, please notify the Attendance Office by leaving a message before 9:00 AM by calling 561.314.2129 on the day of the absence. Such notification will assist the school in determining that a student is legitimately absent and aids in the safety and protection of students. Our attendance clinician is Ms. Roseanne Mulholland rmulholland@sjpii.net 561-314-2129.

One full attendance point is charged per chargeable absence and a ½ point is charged per chargeable tardy.

If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Attendance Office in general with a days' notice from the day of early dismissal (no request will be accepted after 10 AM for the day the release is requested). The school reserves the right to deny this privilege if the reason is insufficient. Parents are advised to schedule doctor and dentist appointments outside of the school day. A student will only be allowed two (2) early dismissals per quarter unless there is an emergency. As a reminder, attendance points are accumulated per class.

When students are absent from school, they are ineligible to attend or participate in extracurricular activities or official school functions on that day. A student must be on campus prior to the end of the second hour and may not leave school before the end of the school day to be eligible to participate in any school activities that day (i.e. athletic/co-curricular or other.) Any aspect of the attendance and tardiness policy that is not expressly written is at the discretion of the administration.