

CARDINAL SHEHAN SCHOOL

BALTIMORE, MARYLAND

Creating a peaceful world one student at a time

REQUEST FOR EXCUSED ABSENCE

STUDENT'S NAME _____

SCHOOL TO BE VISITED _____

DATE OF VISIT _____

PARENT'S SIGNATURE _____

TEACHER'S SIGNATURE _____

ASST. PRINCIPAL'S SIGNATURE _____

VERIFICATION BY HIGH SCHOOL:

DATE: _____

TIME: _____

SIGNATURE: _____

NOTE TO PARENT/GUARDIAN: As stated in the CSS Handbook, eighth grade students may make use of *two* "excused absences" during which they spend the day at the two schools of their choice. Once the parent has contacted the high school to request the visit, the student informs the homeroom teacher, receives this request form and has it signed by parent/ guardian, teacher and the Asst. Principal. On the day of the visit, the student brings this form to the high school, has it authorized and returns it to CSS the following day. This process should be started early enough (generally one week in advance of the visit) to allow at least 24 hours for the Asst. Principal's signature.

Proper attire is required on the day of the visit.

www.cardinalshehanschool.org