



# St. Benedict's

## PREPARATORY SCHOOL

### **Petitioning for Extended Absences (non-school related)**

A student wishing to absent himself from school for 3 days or more for a non-Benedict's activity (i.e., college program, sports tournament or camp, or trip) must submit a letter stating the dates and reason for the absence to the Dean of his level no less than 3 weeks before the proposed absence (students are encouraged to petition for permission as early as possible, especially if tickets need to be purchased).

The request will be reviewed by the Dean of the level in conjunction with the student's teachers, and a decision will be communicated to the student within a few days. Excused absences will be subject to the grading policy in effect in the class or term (for example, a student still may not miss more than 5 days of First Term to receive course credit). If a student chooses to absent himself without the permission of the school, teachers have no obligation to provide makeup work, and the student may be asked to withdraw.