



**EXTENDED ABSENCE OF STUDENT**

*This form should be completed and returned no later than one week before the intended absence.*

**INSTRUCTIONS:**

1. COMPLETE THE REQUIRED SECTIONS;
2. PRESENT THIS FORM TO SUBJECT TEACHERS AND GRADE COUNSELLOR FOR SIGNATURE and/or COMMENT;
3. TAKE THE FORM HOME FOR PARENT SIGNATURE;
4. SUBMIT THIS FORM TO THE GRADE VICE-PRINCIPAL WHO WILL COMPLETE A PROCESS OF VERIFICATION;
5. ONCE VERIFIED, THE COMPLETED FORM WILL BE FILED IN THE OFFICE AND A COPY GIVEN TO THE STUDENT

**Please Print**

Date \_\_\_\_\_

It is requested that (student) \_\_\_\_\_ Student # \_\_\_\_\_ Grade \_\_\_\_\_

Last Name First Name

be excused from school for \_\_\_\_\_ school days from \_\_\_\_\_ to \_\_\_\_\_ (Dates)

The reason for this absence is \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ work number \_\_\_\_\_ home number \_\_\_\_\_

cell number. \_\_\_\_\_ fax number \_\_\_\_\_

**PLEASE READ THE FOLLOWING INFORMATION**

**FOR PARENTS AND STUDENTS:**

Regular attendance is closely correlated to academic achievement. Students are responsible for all work presented during class; whether or not they are present. Student absence from school for vacation cannot be authorized or sanctioned by the school and parents assume the responsibility for such absences. Teachers are not obligated to prepare make-up opportunities. The purpose of this form is to inform subject teachers, counsellors and administration of an anticipated absence.

**STUDENTS:**

Students are expected to check with teachers before leaving to enquire whether any of the missed work can be completed beforehand. Not all marks can be retrieved since some graded activities are a result of in class interaction and learning. When you return, it is your responsibility to complete the required course material; where possible; in a timely manner in order to minimize the effect on evaluation.

HAVING READ THE INFORMATION, I UNDERSTAND THE INFORMATION AND EXPECTATIONS AS STATED ABOVE:

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

ADMINISTRATOR SIGNATURE: \_\_\_\_\_

COMMENT:

ATTENDANCE CLERK: \_\_\_\_\_

(please photocopy the back of this form for the student)

**EXTENDED ABSENCE OF STUDENT**

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

Absent for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.

**TEACHER EXPECTATIONS/COMMENTS**

<b>BLK</b>	<b>COURSE</b>	<b>TEACHER</b>	<b>COMMENT</b>
AM			
1			
2			
3			
4			
5			
6			
7			
8			
pm			
<b>Counsellor</b>			

**SPACE FOR ADDITIONAL STUDENT OR TEACHER NOTES:**