



# ALEXANDER MACKENZIE HIGH SCHOOL

## NOTICE OF EXTENDED ABSENCE FROM SCHOOL PROGRAM

**EXTENDED ABSENCE** – for planned absences other than illness, of more than 3 days.

Student Name: \_\_\_\_\_ Student # \_\_\_\_\_

Date from: \_\_\_\_\_ to \_\_\_\_\_ Total # of school days missed: \_\_\_\_\_

Students who will be returning to school after a period of vacation (15 days or more) will be required to complete a notice of expected return to school form.

Reason: \_\_\_\_\_

Ontario Regulation 262:23(3), made under The Education Act, 1985, states: “A pupil may be excused by the principal; from attendance at school temporarily at any time at the written request of a parent or the pupil where the pupil is an adult”.

From time to time it may be necessary for a pupil to be absent from school for a period of more than one or two days. However, such absences do affect the achievement of the students concerned as missed classes, assignments and tests may result in slower progress or may place credits in jeopardy. Consequently, we suggest that parents do not consider withdrawing their son or daughter from school except in unavoidable circumstances. If the absence is unavoidable, students are urged to make whatever prior arrangements are possible to complete tests and assignments. **If any test or assignment is missed because of this absence, a special evaluation for that period will not be made after the student returns. Students who do not write final examinations will receive a zero for the exam component of the course.**

The student will:

- Ensure all information is entered
- Take the form to each of his/her teachers in order for them to complete the appropriate entry
- Share information with the parent/guardian and make decisions knowing the possible effects on their school work.
- Return the form to the office in a timely fashion for an administrator’s signature and filing.

Teacher	Course	Current Standing	Upcoming Assignments and Tests

Use back of sheet if extra space is required

I have read the above and the comments of the teachers and I request the extended absence of my son/daughter.

Student Signature: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

