

THE DR. G.W. WILLIAMS S.S. EXTRAORDINARY ABSENCE REPORT
(RETURN COMPLETED SHEET TO ATTENDANCE OFFICE)

STUDENT'S NAME: _____ **HOME ROOM:** _____

DATE OF ABSENCE: _____

REASON FOR ABSENCE: _____

(Have teachers complete this portion of form)

<u>COURSE</u>	<u>GRADE/LEVEL</u>	<u>CURR. MARK</u>	<u>ABS. TO DATE</u>	<u>DUE DATE/ASSGTS</u>	<u>TEACHER'S SIGNATURE</u>

TO THE PARENTS/GUARDIANS:

Students are expected to be in full attendance every regular school day except in the case of illness. Parents should keep in mind that a very close relationship exists between regular daily attendance and success in school.

Any student who requests an extraordinary absence, must consult with his teachers before hand-in, in order to determine his/her standing in each of his/her courses and obtain any assignments that will come due during or immediately following his/her absence. It must be noted that:

- a) it may be impossible for a student to recover all of the work that is covered during his/her absence
- b) assignments must be submitted on time to be eligible for grading,
- c) tests missed may receive a mark of '0'
- d) a total accumulation of 15 classes missed in a course may result in no credit being granted.

FINAL EXAMINATIONS (Please read carefully)

If this application is for an absence at the end of a semester:

- a) It should be noted that final examinations may only be written on the dates and at the times indicated on the Final Examination Schedule. All students must write these examinations.
- b) Students who are having difficulty with a subject and are achieving a minimum passing standard, should realize that they run the risk of not earning the credit if the final work in that subject is not completed satisfactorily.
- c) It is possible that the passing final mark in a subject may be lower than that which the student could have earned had he or she stayed to complete the semester's work. It is also possible that early leaving may result in the loss of one or more credits.
- d) Any student who does not write a final exam, will receive an exam mark of "0", which will be used when calculating the final mark in that subject.

Parent/Guardian Declaration:

I/We have read and understand the above statements and I/We will be proceeding with the planned absence from school as indicated above.

Parent/Guardian Signature _____ Date: _____

Administrator's Signature: _____ Date: _____
(signature indicates receipt but does not indicate approval)