



EXTENDED ABSENCE FORM

This form is to be completed by a student who wishes to withdraw from school for three or more days at the request of the parent/guardian.

Student: _____ Student ID #: _____

Date from: _____ to _____ Total of school days: _____

Reason: _____

This form is to allow students and parents to plan for extended absences. It also provides us with the attendance information that we need. It should not be interpreted as giving permission for such absences.

Before making a decision, the student and the parent/guardian should be aware of the following:

It is expected that students be in attendance every regular school day unless they are ill. (*Ed. Act Part II S 21.(i)(a)(b)*)

On occasion it is necessary for students to be away from school for family or personal reasons.

Students and parents should bear in mind that absences may:

- lead to loss of credits
- cause the student to fall behind by missing new work and review
- counteract the efforts of the school to address the importance of regular attendance for success at school and developing attitudes which are important throughout life

If a student will be absent for extraordinary reasons, they must consult with the teachers **IN ADVANCE** to determine the effect of the absence, to determine what work will be missed and what assignments are to be done. The student can then begin planning to do the work. They are responsible for the work missed during their absence.

Extended absences that result in missed evaluations, including examinations, may result in a mark of "0".

It will be addressed as per the department and school evaluation policy.

The final mark in a course will reflect a missed formal examination.

In some cases this may result in loss of credit.

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 the school work
- Return this form to the office in a timely fashion for an administrator's signature and filing

TEACHER	COURSE	CURRENT STANDING	UPCOMING ASSIGNMENTS AND TESTS

I have read the above and the comments of the teachers and I request the temporary withdrawal of my child.

Student Signature: _____ Age: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Vice Principal Signature: _____ Date: _____