



Student Request for Extended Absence Primary School (KG1-Grade 6)

Student Name: _____ Classroom: _____

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Please note that extended absences **ARE NOT allowed** during formal/provincial examinations.
All students are expected to be present for these examinations.

Please complete the form below and on the back of this page to request an excused absence lasting three (3) days or more and submit the completed form to the office of the Vice Principal of the Elementary School. If you have multiple students in the Elementary School, only one form needs to be submitted per family, per period of extended absence.

In order to receive approval from Administration, parents or students must speak to their teachers and make arrangements to make up any work that will be missed during the absence. A copy of this form will be provided to the student or parent upon its approval by the office.

Dates of Extended Absence:

Date of First Absence: DD/MM/YYYY	Final Date of Absence: DD/MM/YYYY
First Day Back to School: DD/MM/YYYY	Total number of Missed Days:

Assignments to be Made Up:

Teacher Name	Assignments	Teacher Signature

Parent/Guardian Signature

Vice Principal of Elementary Signature

Date