



Student Request for Extended Absence Secondary School (Grades 7-12)

Student Name: _____ Grade/Homeroom: _____

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 your student's Vice Principal.

In order to receive approval from Administration, students must also show that they have spoken to their teachers and made arrangements to make up any work that they will miss during their absence. Students should approach each of their teachers to inform them of their upcoming absence and ask them to complete the Assignment Record Form on the back of this page.

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:

Students will return this form completed on BOTH sides, to their Vice Principal at least **ONE WEEK** before departure. The office will provide the student with a copy of the completed Assignment Record Form for their reference.

Student Signature

Parent/Guardian Signature

Date

Vice Principal of Secondary Signature

Date



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Secondary School (Grades 7-12)
Assignment Record Form

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Subject & Teacher Name	Assignment(s) to Be Made Up	Teacher Signature

Vice Principal of Secondary Signature

Date