



## Notification of Student Extended Absence

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

Student Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Student Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Student Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Student Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

As a reminder, Excused Absences are granted for the below reasons only, pending submission of relevant documentation to CIS. Absences for any other reason will be "unexcused", as outlined in the CIS Attendance Policy.

- illness;
- death of first or second-degree relative;
- scheduled doctor appointments;
- official community task; (signed letter from parents or signed letter from supervisor/official of event required);
- mandatory appearance before an official body (i.e. government, judicial);

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

It is the responsibility of the student and/or parents to make the necessary arrangements for work that will be missed during his/her absence.

### 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:

I have read and understand the above information regarding the CIS Attendance Policy.

Parent Signature: .....



**Student Request for Extended Absence**  
**Secondary School (Grades 7-12)**  
Assignment Record Form

**Student Name:** \_\_\_\_\_ **Grade/Homeroom:** \_\_\_\_\_

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