



## Student Request for Extended Absence

**CIS students are expected to attend all school days. Extended absences could result in the inability to assess students' progress and promotion to the next grade, or in the achievement of course credit at the high school level.**

Please complete the form below to request an absence lasting three (3) days or more and submit the completed form to the office of the Designated Head of School. You will be notified of a school decision within 5 working days following the submission of the form. If you have multiple students in the School, only one form needs to be submitted per family, per period of extended absence.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

- Illness, scheduled doctor appointment (**must have a required medical note/certificate**)
- Death of first or second-degree relative
- 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.

**Please kindly indicate the reason of extended absence:**

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.

**Date 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. Attendance will be marked as Absent Unexcused Informed (AUI) unless documentation is submitted for Absent Excused (AE) reasoning.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Designated Head of School Signature	
Reception (Check list):	Has the family provided any relevant document(s)? YES / NO
	<i>Adjust Attendance accordingly</i>

