



ÉCOLE SECONDAIRE

HANDSWORTH



STUDENT EXTENDED ABSENCE FORM

The school policy on extended (five or more school days) absences for family holidays or for other non-medical reasons is that:

- The school does not give approval for or recommend such absences.
- The responsibility for the decision to take a student out of school and the resulting consequences rest with the student and the parent.
- The school and teaching staff are not expected to make special arrangements for students to make up missed work, learning, or assessments.
- The parent/guardian must communicate any extended absences to the school and to the grade counsellor – in addition to completing this form.

STEP 1: The student needs to have their parent/guardian sign and complete the form:

I am notifying the school of an extended absence for my child (Full Name) _____

From (Date) _____ to (Date) _____

for the purpose of: _____

Parent Name _____ Parent Signature _____

STEP 2: The student needs to have their teachers sign the form so they are aware of the planned absence.

Teachers are not expected to make accommodations for missed assignments and assessments.

Course:

Teacher:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STEP 3: The student must get the Grade Counsellor signature and return form to the Main Office.

Counsellor Name

Counsellor Signature