

Request for Extended Student Absence

Regular attendance is essential for student success. In accordance with the Education Act and the EECD Student Attendance and Engagement Policy, students are expected to attend school every day and on time. Frequent absences, even when explained, can negatively impact student achievement, engagement, and well-being.

We understand that families may occasionally need to request an extended absence (more than five school days). Please note the following:

- Students are responsible for all missed learning.
- Students will complete assessments when they return. Assessments will not be administered in advance.
- Some learning opportunities (group work, class discussions, labs, etc.) cannot be replicated outside the classroom. In those cases, achievement of outcomes will be assessed through available summative tasks when the student returns.
- Provincial assessments and examinations must be written on the dates set by EECD.
- Students will not be exempt from an exam due to a planned absence.

To help your child remain on track, we ask that they inform each of their teachers of their upcoming absence. Each teacher will sign the attached form to confirm they are aware of the absence and to note any expectations or guidance for missed work.

The completed form must be returned to the main office at least one week prior to the absence.

Thank you for supporting your child's learning. If you have questions, please contact the school administration.

Extended Absence Form

Student Name:	
Dates of Absence:	
Reason for Absence:	

To help your child remain on track, student must inform each of their teachers of their upcoming absence. Each teacher will sign below to confirm they are aware of the absence and to note any expectations or suggestions on how to keep up with missed learning.

Block	Course Name	Teacher Name	Teacher Signature	Notes for student:
A Block				
B Block				
C Block				
D Block				

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Received by Vice-Principal : _____ **Date:** _____

- ☐ Email to parents and teachers
- ☐ Attendance recorded
- ☐ GNSPES Access Requested for Students Outside the Country