



Please ensure this form is completed and returned to the main office **before** you leave for your extended absence.

- The student is responsible for all missed work
- Some assessments and evaluations cannot be made up such as group work, participation, labs, in-class assignments, etc.
- Teachers shall not be expected to provide detailed homework assignments to students who are away for extended periods of time as a result of family-initiated absences, although a general overview may be provided
- For absences due to extended illness, parents should contact the school administration to discuss available options

Extended Absence Notification

Student Name:	Number of School Days Absent:
Start Date of Absence:	Date of Return:

Reason for Absence:

	Course	Teacher's Name & Signature	Work to be Completed	Potential Academic Impact
1				
2				
3				
4				

I accept the responsibility for my child's extended absence and the potential academic impact of a prolonged absence.

Parent/Guardian Signature:		Date Submitted to VP:	
Returned to VP Signature:		Date Received:	