

Notre Dame CSS Extended Absence Notification

- Student is responsible for all missed work.
- Some assessments and evaluations **cannot be made up** such as group work, participation, labs, in-class assignments.
- Teachers **are not** expected to provide detailed homework assignments to students who are away for extended periods of time because of family – initiated absences, although a general overview may be provided. For absences due to illness, parents should contact the school administration to discuss available options.
- Extended absences **can affect** the student’s learning/final mark in a course.

Student: _____ # of School Days Absent: _____
 Start Date of Absence: _____ Date of Return: _____
 Reason for Absence: _____

Student’s Vice Principal: _____ Date: _____
 Comments by VP: _____

Period	Date/Course	Teacher’s Name & Signature	Teacher’s Comments	Potential Academic Impact
1				
2				
3				
4				

I accept responsibility for my child’s extended absence.

Parent/Guardian Signature: _____ Date Returned: _____

VP Signature: _____ Date Returned: _____