

NOTE: TO BE RETURNED TO MAIN OFFICE 1 WEEK BEFORE VACATION STARTS

Name: _____ Student #: _____
Telephone #: (905) _____ Homeform: _____
Holiday Period From: _____ to _____ (inclusive)

A. Subject Code: _____ **Teacher (Signature):** _____
No. of classes missed this semester _____ Mark-to-date: _____
An evaluation will/will not be given while absent (circle one)
_____ No make-up evaluation will be given
_____ A make-up evaluation will take place on (date) _____
Comments: _____

B. Subject Code: _____ **Teacher (Signature):** _____
No. of classes missed this semester _____ Mark-to-date: _____
An evaluation will/will not be given while absent (circle one)
_____ No make-up evaluation will be given
_____ A make-up evaluation will take place on (date) _____
Comments: _____

C. Subject Code: _____ **Teacher (Signature):** _____
No. of classes missed this semester _____ Mark-to-date: _____
An evaluation will/will not be given while absent (circle one)
_____ No make-up evaluation will be given
_____ A make-up evaluation will take place on (date) _____
Comments: _____

D. Subject Code: _____ **Teacher (Signature):** _____
No. of classes missed this semester _____ Mark-to-date: _____
An evaluation will/will not be given while absent (circle one)
_____ No make-up evaluation will be given
_____ A make-up evaluation will take place on (date) _____
Comments: _____

David Suzuki Secondary School

Extended Absence Form

When a parent, (or a student over eighteen years of age) gives a student permission to be absent from school at times other than regularly scheduled holiday periods, it is the responsibility of the student to make up the work missed.

POLICY

1. In accordance with provincial regulations, when a parent/guardian gives a student permission to be absent from school at times other than regularly scheduled holiday periods, your education becomes the responsibility of the parent/guardian. Students and parents should be aware that being absent from the regular school program will have an impact on marks. In-class lessons and activities cannot be replicated. Daily evaluations in class will also be missed.
2. It is the responsibility of the student to gather and complete the work missed. The student should arrange with another student in class to collect notes and handouts during the absence period. When the student returns, work must be caught up within a reasonable time set by the teacher.
3. Examinations/final assessments cannot be rescheduled and any student, who misses an exam/final assessment for reasons other than medical, will receive a mark of zero (0) for the assessment.

STEPS

1. The student **must see their Vice Principal** to discuss absence.
2. The student must see each of their teachers prior to the absence in order to complete this form and to find out the work scheduled for the period of the absence.
3. The completed form needs to be returned to Vice Principal for signature prior to the absence.
4. Student/parent receives a copy of form prior to the absence.
5. When the student returns, work must be caught up within a reasonable time set by the teacher.

I have read the school policy in the Student Handbook, Extended Absences.

Student Signature

Parent/Guardian Signature

Vice Principal Signature

Date

ORIGINAL TO BE GIVEN TO THE STUDENT AFTER EACH SUBJECT TEACHER AND VICE PRINCIPAL HAVE SIGNED. ORIGINAL TO BE SCANNED AND RETAINED BY THE OFFICE.