

HOLY NAME OF MARY SECONDARY SCHOOL

HOLIDAY/EXTENDED ABSENCE ADVISEMENT FORM

STUDENT'S NAME _____

The above student will be absent from school: _____ to _____

inclusive due to _____ (REASON FOR EXTENDED ABSENCE)

The student has been advised of the school's expectations and consequences.

TEACHER NOTIFICATION: Please sign below and indicate that you have read this notice and have assigned and notified the student of the work and assessment items she is responsible for:

SUBJECT	TEACHER	TEACHER'S COMMENT/ASSIGNMENT

Please return this form completed to the attendance office at least one week prior to the scheduled absence.

PLEASE NOTE: SUMMATIVE EVALUATION (EXAMS AND CULMINATING PERFORMANCE TASKS) WILL NOT BE RESCHEDULED FOR HOLIDAYS. A STUDENT'S MARK MAY BE ADVERSELY AFFECTED BY A PROLONGED ABSENCE.

Parent/Guardian Signature

Student Signature

PRINCIPAL'S SIGNATURE