



St. Roch Catholic Secondary School

EXTENDED ABSENCE NOTIFICATION

IMPORTANT NOTE:

The curriculum covered in every course is important and requires daily attendance. On occasion, parents choose to remove their son(s)/daughter(s) for an extended period of time. This decision should not be taken lightly as there are academic consequences for missing extended periods of class time.

Parents are expected to consult with the Vice-Principal prior to making plans for a trip during school days. This form must be signed by all of the student's subject teachers, the parent/guardian and returned to the Vice-Principal. The time away from classes is recorded as an absence and counted in the total absence record. The student is responsible for all missed curriculum, collection of handouts, notes and reading assignments. The student must make arrangements with his/her teachers to keep up with lessons and missed assignments. Tasks such as collaborative work, participation and in-class work cannot be made up. Parents are urged to consult the Student Agenda and school website for examination and school break dates. **Please note that final exams missed due to a trip will not be rescheduled and a mark of zero will be assigned.**

Receipt of this form does NOT signify approval of this absence by the school.

Student Name: _____ Grade: _____ Number of days absent: _____

Start date of absence: _____ Date returning to school: _____

Parent/Guardian phone #'s: _____ (home #) _____ (cell #) _____ (work #)

Reason for absence: _____

	COURSE	TEACHER Name & Signature	ACADEMIC IMPACT
1.		teacher name x teacher signature	
2.		teacher name x teacher signature	
3.		teacher name x teacher signature	
4.		teacher name x teacher signature	
5.		teacher name x teacher signature	

Student signature: _____ X _____ Date: _____

I accept the responsibility for my son's/daughter's extended absence:

Parent/Guardian signature: _____ X _____ Date: _____

Important: The Vice-Principal's signature does not indicate approval of this absence.

Received by Vice-Principal: _____ Date: _____

Distribution: Vice-Principal Attendance Office Guidance Office Student