



# School District No. 36 (Surrey)

## Guildford Park Secondary

### Notification of an Extended Absence

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Dear \_\_\_\_\_:

It is our understanding that you are planning a vacation for more than ten school days. Please complete this form and meet with the principal or vice principal at least one week prior to your trip.

<b>Student's Name:</b>		
<b>Date of Birth (month/day/year):</b>		<b>Phone Number:</b>
<b>Present Grade:</b>	<b>Div:</b>	<b>Teacher:</b>
<b>Expected Last Day in Attendance:</b>		
<b>Expected Date of Return to School:</b>		
<b>Actual Date of Return:</b>	<b>Days Missed:</b>	

#### BEFORE YOU PLAN YOUR TRIP

When planning an extended absence for vacation please contact the school *before finalizing* your trip. This allows you to discuss dates and the impact of the absence for your child. Please consider the following:

1. School District policy states that schools may hold a student's space in a classroom for **up to 25 consecutive school days**. Students who are absent for more than 25 consecutive school days risk losing their space if it is required for new students. The school may deregister your child if the space is required for a new student.
2. Your child's academic progress *may be affected by a lengthy absence*.
3. Scheduling the trip to overlap with a school holiday, e.g. Spring Break, would lessen the number of school days your child will miss.
4. Upon return from your trip support programs such as LST, Early Success, or Soar To Success may not be available, and your child may have to wait for an available space to return to the program.
5. Upon your return your child may need you to spend extra time each day with him/her to help catch up.
6. The school will not provide ongoing homework for your child during your absence. The school will make suggestions regarding your child's educational opportunities and activities during your absence.



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### PLEASE COMPLETE THIS SECTION WITH SCHOOL PRINCIPAL/VICE PRINCIPAL

*I have met with the principal or vice principal to discuss my child's extended absence. I have agreed to:*

- select several books or novels that my child can take along to read. My child's teacher will be able to recommend several appropriate titles;
- take a notebook so my child can keep a journal;
- provide a camera for my child so he/she can create a photo album of the journey;
- provide some grade appropriate math and reading workbooks, from local book dealers, for my child to complete. These workbooks include answers so that I will be able to monitor my child's progress;
- have my child continue to speak in English for at least one hour each day;
- enroll my child in a local school if he/she will be able to attend regularly; and,
- enroll my child in a Summer Challenge course upon our return.

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Parent/Guardian Name

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Parent/Guardian Signature

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Date

- The parent has met with the principal to discuss the plans and possible consequences.
- This letter was sent but the parent did not meet with the principal.

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Principal/Vice Principal Signature

*Please place a copy of this form in the Student Permanent Record File for future reference.*

**GUILDFORD PARK SECONDARY SCHOOL**

**ASSIGNMENT SHEET FOR LONG TERM ABSENCES**

Student's Name: \_\_\_\_\_ Division: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Period of Absence: \_\_\_\_\_ to \_\_\_\_\_

SUBJECT TEACHER: Please fill out the information below and initial (ink please).

BLOCK	COURSE	ASSIGNMENTS TO BE COMPLETED (The Final Exam information is only required if the request to leave impacts on final exams)	ESTIMATED LETTER GRADE (see note below)	TEACHER
<b>A</b>		Will the student have to write a final exam? Y/N		
<b>B</b>		Will the student have to write a final exam? Y/N		
<b>C</b>		Will the student have to write a final exam? Y/N		
<b>D</b>		Will the student have to write a final exam? Y/N		

Counsellor: \_\_\_\_\_

To the Student: This form must be completed by all subject teachers and homeroom teacher and then returned to the office for Signature one week before leaving the school.

To the Parent/Guardian: This sheet is provide so that you and your son/daughter will fully understand the impact on his/her school work. Please supervise the completion of this work and see that it is brought to the school when he/she returns.

**NOTE:** The estimate letter grade column is to be completed only if the student's request for leave extends through the year end final exam.

PRINCIPAL/VICE PRINCIPAL SIGNATURE: \_\_\_\_\_

C: KS/Office Forms/ Request to remove Student from Attendance