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**Notification of Extended Absences**  
**(Over 5 consecutive school days)**

Dear Parents/Guardians,

We have been informed that you are planning an extended trip. **Please complete this form and return to the office at least two weeks prior to leaving for your trip.**

Johnston Heights Secondary School does not sanction the absence of any student during the school year for any reason other than for illness and bereavement. The school therefore does not grant a leave to students to undertake any extended absence; rather, it is assumed that parents will make decisions in the best interest of their child. If the absence is for over 25 school days as per School District Policy 9320.1.4F.iii, the student will be withdrawn from classes and will have to apply for re-entry upon their return. We are respectful of the fact that many of our families have family members far away and spending time with them is important. Difficulties arise however, when parents and students wish to have some reassurances that the extended absence will not affect their school marks. In fact, the opposite is true.

***Please know that an extended absence will affect a student's progress and may even result in failure.*** Teachers are not required to prepare work packages for students during their extended absences, although many do. It is the student's responsibility to arrange for make-up work at the convenience of the teacher upon their return. In some courses, **(where active participation is required)**, this may not be possible.

We offer the following suggestions to minimize the effect of the extended absence and to help your child continue to learn during your trip.

- Advise teachers of a potential absence as early as possible.
- Ensure that all work is up to date and handed in before your child leaves.
- Find out what material will be covered during his/her absence and take steps to cover some of the material while absent.
- If your child will be speaking little English during his/her absence, have your child continue to speak and hear English for at least one hour each day; for example, read English newspapers and listen to the news on CBC.ca.

**It is important that you read and understand the following with regard to your child missing school for an extended period:**

- This absence may have a significant effect on your child's academic progress, and may lead to them not successfully completing some courses.
- Upon return, it is the parent's responsibility to help their child catch up.
- Parents and students may want to explore the possibility of hiring a tutor.
- It is normally not possible for your child to make up all missed activities, tests, and assignments, particularly final assessments/evaluations.

If you have any questions, contact the office during school hours.

Thank you.

**Notification of Extended Absence**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student #: \_\_\_\_\_ Grade: \_\_\_\_\_

To the Parent/Guardian and Student:

I have read the information on this form, and understand that Johnston Heights Secondary does not sanction the absence of any student during the school year for any reason, other than illness and bereavement, because of the impact it may have on the academic progress of the student.

I am taking my child from regular attendance at Johnston Heights Secondary for the period from:

\_\_\_\_\_ to \_\_\_\_\_ inclusive, for the following reason:

\_\_\_\_\_

**NOTE:** Students planning on missing school for any reason must see their teachers well in advance of the anticipated absence so they can decide whether they can meet the instructional objectives of the classes they will be missing. This form must be signed by all teachers to indicate that you have informed them of your anticipated absence.

COURSE	TEACHER	TEACHER SIGNATURE	ATTENDANCE G/S/N
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

I understand the School and District policy and accept responsibility for the extended absence:

Parent /Guardian Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_