

Date: _____

It is our understanding that you are planning a vacation for **more than ten school days**. Please complete this form and return it to the office at least one week prior to your trip.

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

BEFORE FINALIZING YOUR TRIP PLEASE CONSIDER THE FOLLOWING:

1. School District policy states that “the Principal is under no obligation to hold a space for a student who is absent from school due to travel for a period that exceeds twenty-five (25) school days.”
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) will lessen the number of school days your child will miss.
4. Upon return from your trip, support programs such as LST 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, but may make suggestions regarding your child's educational opportunities and activities during your absence

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NOTICE: EXTENDED ABSENCE POLICY UPDATE 2018

It must be acknowledged that any absence from school has the potential to impact a student's learning. Furthermore, the more school days missed, the greater the risk of a student falling behind or even failing.

In the case of students who are absent for vacations during a time when school is in session, parents/guardians are advised that **teachers are under no obligation to provide work**. Rather, the responsibility falls fully with students and their parents/guardians to take the necessary measures to keep pace with the work required for each course while away (i.e., checking online classrooms for work, such as FreshGrade, communicating with classmates, etc.) and/or to catch up in the event that students fall behind.

Our practice to date has been to hold students' spots for up to 25 consecutive days, as suggested in School District policy. However, given that Sullivan Heights Secondary is currently oversubscribed and unable to guarantee spots to students living in our catchment, **we can no longer hold seats in classes for students on extended vacation** and may deregister them in order to make room for new students presenting or those on our waitlist. Regrettably, the longer the vacation, the more likely this may occur.

Going forward, please continue to inform the office of any absence that may extend beyond ten school days. You will no longer receive a call from the administration to advise how your child may keep up with his or her studies while away. However, you will be informed if we have had to deregister your child from Sullivan Heights.

I have read and understand the above implications of an extended absence.

Parent/Guardian signature _____

Administrator Signature _____