

## ACADEMIC PLAN FOR EXTENDED LEAVE

This form MUST be completed a minimum of 10 school days prior to the departure date.

Complete one form for each subject where homework is assigned.

Upon completion it is the students' responsibility to submit a copy to the office for attendance purposes.

Student's Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Subject: \_\_\_\_\_

Date of last day in school: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Materials required:

\_\_\_ Textbooks

\_\_\_ Access to internet

\_\_\_ Lesson/assignment materials

\_\_\_ Class notes to be received from \_\_\_\_\_

\_\_\_ Other - Specify. \_\_\_\_\_

During this time it is expected that the class will be working on the following outcomes/ learning activities/assessments during this absence and the due dates for you are:

Assignments that can be done while away

Student's due date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ✓ All summative assessments that are missed must be completed within five (5) school days after return.
- ✓ Any work not submitted by the agreed upon due date(s) will receive a permanent score of zero.\*

Student's Signature: \_\_\_\_\_ Student email address: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

\* If unforeseen circumstances arise it is the STUDENT'S RESPONSIBILITY to contact the teacher immediately so that alternate arrangements can be made.