

ACADEMIC PLAN FOR EXTENDED LEAVE

If a student will miss 3 or more consecutive days of school please complete this form a minimum of 10 school days prior to the departure date.

All extended absences must be discussed with the principal prior to making any travel arrangements.

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.