



ÉCOLE SECONDAIRE
HANDSWORTH
 SECONDARY SCHOOL



STUDENT EXTENDED ABSENCE

The school policy on extended absences for family holidays or for other non-medical reasons is that

- the school does not give approval for such absences
- the responsibility for the decision to take a student out of school and the resulting consequences rest with the student and the parent
- the school and teaching staff cannot be expected to make special arrangements for students to make up missed work and tests

STEP 1 The student needs to have his/her parent sign the form.

I am requesting an extended absence for my son/daughter _____
 (Name)
 from _____ to _____
 DATE DATE

For the purpose of: _____

 Parent Name:

 Parent Signature:

STEP 2 The student needs to list all his/her courses and teachers below & obtain their teacher's signature

COURSE	TEACHER	COURSE	TEACHER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ONCE YOU HAVE COMPLETED THIS FORM, HAVING INCLUDED YOUR PARENT'S AND TEACHERS' SIGNATURE, PLEASE RETURN IT TO THE MAIN OFFICE

**Parents should be aware that all students will be writing
 final exams during the second and third week of June.**