

Argyle Secondary School
NOTIFICATION OF STUDENT EXTENDED ABSENCE

The school's position on student 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/guardian.
- The school and teaching staff are not expected to organize work for students in advance nor to make arrangements for students to make up missed work and tests.
- It is not always possible for a student to regain the experience lost from a class.

STEP 1: PARENTAL/GUARDIAN PERMISSION

The student is to obtain this form from the main office at Argyle two weeks prior to the absence and have their parent/guardian sign it.

I am notifying Argyle Secondary School of an extended absence for my child:

_____ First name _____ Last Name

From _____ to _____ for the purpose of: _____

Parent/Guardian Signature: _____

STEP 2: COURSE INFORMATION - The student is to list all their courses and teachers below.

	CLASS	TEACHER	TEACHER'S SIGNATURE
PERIOD X	_____	_____	_____
PERIOD 1	_____	_____	_____
PERIOD 2	_____	_____	_____
PERIOD 3	_____	_____	_____
PERIOD 4	_____	_____	_____
PERIOD 5	_____	_____	_____
PERIOD 6	_____	_____	_____
PERIOD 7	_____	_____	_____
PERIOD 8	_____	_____	_____

STEP 3: The student is to see their counsellor to discuss their upcoming absence and get their signature.

COUNSELLOR Signature _____

STEP 4: SUBMIT FORM TO OFFICE

DATE SUBMITTED _____

The student is to return this completed form to the main office at least one week before the extended absence. The office will notify the student's teachers of this extended absence.

PARENTS SHOULD BE AWARE THAT ALL STUDENTS WILL BE INVOLVED IN WRITING FINAL ASSESSMENTS & COMPLETING FINAL PROJECTS DURING JUNE.