

## Student Extended Absence Form

*This form should be submitted a minimum of two weeks in advance of a planned absence.*

Halifax West High School is not in a position to either grant or deny permission for any student to miss school for an extended holiday or other absence from classes. The decision is the responsibility of students and their parents/guardians. Nevertheless, the administrators and teachers discourage family or personal holidays that result in students missing extended periods of time. If such an absence is necessary, the onus is on the student to be responsible for all missed work. It is important that the student plans and works to catch up in order to minimize the effect of the absence. **Missed exams will not be excused.** Teachers are not required to give make-up tests in these circumstances, or expected to teach material already covered; however, every consideration will be shown to a student in the event of a compassionate leave.

**Student name:** \_\_\_\_\_

**Dates of expected absence:** \_\_\_\_\_

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

*I have read the information above and understand that my son/daughter will miss classroom instruction during his/her absence and that this may negatively affect his/her final marks. Furthermore, I understand that the responsibility for missed work rests solely on the student, not on the teachers.*

**Parent/Guardian Name:** \_\_\_\_\_  
(please print)

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**“A” Block Teacher Initials:** \_\_\_\_\_

**“B” Block Teacher Initials:** \_\_\_\_\_

**“C” Block Teacher Initials:** \_\_\_\_\_

**“D” Block Teacher Initials:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_