

Chestermere High School

Extended Absences

1. It is the school's position that leave from school should only result from situations of considerable emergency. Students who miss school for family vacations or employment jeopardize the student's standing in school. Students whose achievement in any course is not satisfactory should not contemplate leave.
 - a) Leave should not be requested if a final exam will be missed. Generally students who do not write school final exams receive a zero. Students who are absent from Alberta Learning exams may write at the next scheduled exam date.
 - b) An Extended Absence form is to be completed one week prior to the leave – where possible
 - c) Students who have missed 10% or more of a course should not request an extended absence
 - d) Upon returning to class, students are expected to make up missed evaluation at the discretion of the teachers
 - e) An extended absence is considered an unexcused absence

2. Procedure – The student is asked to do the following:
 - a) Complete Section 3
 - b) Discuss the proposed leave with each teacher as soon as possible
 - c) Have each teacher describe in each section 4 the circumstances relative to the course one week prior to the requested leave
 - d) Bring the form to parents/ guardians to make a decision regarding the leave
 - e) Bring the form to an Administrator for review
 - f) Return the form to the school office to ensure that your attendance records reflect this absence

3. Student Information:

Name: _____ Grade: _____

Reason for the Leave: _____

Date of Leave – From _____ to _____

4. Teacher and Course Information:

Subject - _____ Teacher - _____

Teacher Signature - _____

Subject - _____ Teacher - _____
Teacher Signature - _____

Subject - _____ Teacher - _____
Teacher Signature - _____

Subject - _____ Teacher - _____
Teacher Signature - _____

Subject - _____ Teacher - _____
Teacher Signature - _____

5. Parents' Decision: After reviewing the information provided, the decision has been reached that:
_____ We would like to proceed with leave from _____ to _____
_____ We do not wish to proceed with the proposed leave.

Comments: _____
Parent Signature - _____

6. Administration:
Comments - _____

Administrator Signature - _____