



T.A. Blakelock High School Planned Extended Absence Form

The School Year Calendar, including mark reporting dates, final evaluations, school holidays and other key dates is distributed at the beginning of every school year. Students are expected to be in attendance on school days, unless unable to attend by reason of illness, medical appointment, bereavement or other parent/guardian approved circumstance. To maximize student achievement, the loss of learning time during the academic year as a result of vacations or other discretionary reasons should be avoided.

To: Principal or Vice Principal

This is to notify you that I, _____

Please Print Full Name and Grade

will not be in regular attendance starting _____ up to and including

Month, Day, Year

Month, Day, Year (last day absent)

The reason for this absence is _____

I am aware that the school acknowledges but does not authorize my leave-taking.

- ☐ I have informed the planned absence with the appropriate administrator and teachers well in advance.
- ☐ Where possible, students should submit any work that may be missed **prior** to the planned absence.
- ☐ I am aware that failure on my part to complete the required assignments may jeopardize my credit(s).
- ☐ Some courses may have unique requirements (e.g. courses with labs, technological subjects, courses with a significant performance component such as Physical Education and Drama). Accordingly, it may be difficult to make up for all missed work.
- ☐ I understand that not being involved in scheduled class activities may adversely affect my success.
- ☐ I understand that I must contact my teachers. Extended absences with no contact for more than 15 days will result in an attendance review and may lead to my removal from my course.

Student Instructions:

Step 1: The student will obtain a planned absence form from the Main Office.

Step 2: Meet each teacher to discuss the course requirements that the student is responsible for while away. When possible, evaluations should be completed during class time. If this is not possible, students may be asked to complete evaluations before they leave or upon their return.

Step 3: Complete the table on the next page of this form with your teacher.

Step 4: Sign the form and submit to the main office for VP review at least one week before leaving.

A school administrator will confirm receipt and follow up with your parent/guardian.

Parent Signature

Student Signature

Course(s)	Work to be Completed	Teacher's Initial

NOTE: The Vice Principal signature below does not imply/grant permission for absence; it merely recognizes the planned absence, and confirms that the expectations have been made clear to the student/parent(s)/guardian(s) around the receipt and completion of a program of study for/during the absence.

Vice Principal Signature _____ **Date** _____