

Durham District School Board

400 Taunton Road East, Whitby, Ontario L2R 2K6



Extended Absence – Secondary Permission Form

NOTE: This process MAY NOT be used during formal examinations.
All students are expected to be present for schedule exams.

STUDENT: _____

HRM: _____ HRM Teacher: _____ Room: _____

DATE OF EXTENDED ABSENCE: from: _____ to: _____

REASON FOR ABSENCE: _____

Return Date to School is: _____

Dear Student/Parent:

It is a documented fact that extended absences adversely influence a student's learning opportunities and performance. As participation expectations in the learning process rise, it is increasingly difficult for students to replicate missed classroom experiences. In addition, may be unfair to one's peers who are team members working on co-operative projects or presentations.

For these reasons Durham Board Policy is clearly opposed to extended absences. Nonetheless, parents may withdraw their children for short periods, if they accept the responsibility for supervising the prompt completion of work missed. Therefore, the following terms and conditions apply. First, it is expected that any work assigned must be completed before leaving, or within three days following the leave, unless otherwise stated by a teacher. Next, it must be acknowledged that some experiences missed during elective extended absences cannot be simulated out of the classroom context and that a loss of process marks may result regardless of rationale. Finally, these steps are necessary to ensure all parties are informed:

1. Both students and parents are asked to sign below acknowledging that they understand and agree to these terms.
2. Students will then approach each of their teachers to inform them of their upcoming absence and ask them to complete the **Assignment Record Form** (see reverse) for the time period in question. Recognize that some teachers may recommend against an extended absence at this time.
3. Students will return this form completed on **BOTH** sides, to the Administrator **ONE** week before departure. The office will provide the student with a copy of the completed **Assignment Record Form** at this time.

Acknowledgement of TERMS & CONDITONS of Extended Absence

Student Signature

Parent Signature

Today's Date

Return this form, completed on BOTH sides, to the appropriate Administrator ONE week before departure

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ASSIGNMENT RECORD FORM

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STUDENT: _____

HRM: _____ HRM Teacher: _____ Room: _____

DATE OF EXTENDED ABSENCE: from: _____ to: _____

REASON FOR ABSENCE: _____

Return Date to School is: _____

SUBJECT	TEACHER SIGNATURE	ASSIGNMENT

Return this form, completed on BOTH sides, to the appropriate Administrator ONE week before departure

