

ESBCHS Extended Leave Form

(For Absences of 3 or More Consecutive Days)

Block	Day 1	Day 2
1	Name of Course: Key concepts to be missed:	Name of Course: Key concepts to be missed:
	Name of Course: Key concepts to be missed:	
2	Name of Course: Key concepts to be missed:	Name of Course: Key concepts to be missed:
	Name of Course: Key concepts to be missed:	
3	Name of Course: Key concepts to be missed:	Name of Course: Key concepts to be missed:
	Name of Course: Key concepts to be missed:	
4	Name of Course: Key concepts to be missed:	Name of Course: Key concepts to be missed:
	Name of Course: Key concepts to be missed:	

Parent Signature

Date

Administration Signature

Date

PLEASE COMPLETE BOTH SIDES



ESBCHS Extended Leave Policy

As an educational institution, we are aware that extended holidays and extra-curricular related travel commitments occur during the regular school year. However, missing numerous consecutive classes during the school term can result in a student falling behind in their course work.

Please note that it is not always possible to recreate certain classroom activities such as demonstrations, lectures, class discussions, group work and pop quizzes for example, and as such it is not possible for teachers to create pre-packaged school work for students who are on extended leave.

Please refer to the following expectations that will assist you with developing a plan of success while on leave.

_____ Students are responsible for informing their teachers they will be away for an extended period of time.

_____ The *Extended Leave Form* (over) must be completed at least seven days prior to departure by the student.

- In consultation with each of their classroom teachers, students must identify the key concepts they are likely to miss while away.

_____ Students may access assignments and/or handouts through their teacher’s website or Moodle, where applicable, or through a home work buddy that should be identified by the student prior to departure.

_____ Students are responsible for making up missed assignments on their own time while on leave, or after returning, unless otherwise exempt by the subject area teacher.

_____ The *Extended Leave Form* must be signed by the student’s parent or guardian, and then submitted to their school administrator.

*Parents please initial the above points to indicate that you have read them.

_____ Student Name – print

_____ Grade

Reason for Absence: _____

Dates of Absence: _____ to _____

**** Please note that parents are still required to call in the absence to the school ****

PLEASE COMPLETE BOTH SIDES