



STUDENT MISSING SCHOOL TIME Information and Conditions

**NOTE – THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE OFFICE
2 (TWO) WEEKS PRIOR TO DEPARTURE**

Parent/Guardian Request:

Date: _____.

My child _____, (Student # _____) in Grade _____
will be missing school for the following period: from _____ to _____.

I understand that it is my privilege to take my child out of school for reasons I determine to be appropriate.
I also recognize that the school has a regular policy that does not sanction students missing class.

I acknowledge that my child may:

- Not pass the courses for which he/she is registered during the semester(s) for which he/she is out of school
- Lose his/her space in Princess Margaret Secondary School if the absence is more than 25 school days
- Be put on a waiting list for re-enrolment at this school, dependent on student numbers in the school at the time of the absence

Parent/Guardian Signature

Counsellor Signature

Student Signature

Administrator Signature

Parents Please Note: It will be the student’s responsibility to coordinate with each of their teachers for missed work. Should students wish to request homework to take on vacation, the request must be made directly with the Teacher(s) 2 weeks prior to the student’s departure.

Teacher Signature and Comments:

Semester 1	Class	Comments	Initial
Blk 1			
Blk 2			
Blk 3			
Blk 4			
Semester 2	Class	Comments	Initial
Blk 1			
Blk 2			
Blk 3			
Blk 4			