



# Guildford Park Secondary School

"Everyone Matters"









10707 – 146<sup>th</sup> Street, Surrey, B.C., V3R 1T5 Phone: (604) 588-7601 Fax: (604) 588-7762

## NOTIFICATION OF EXTENDED ABSENCES (over 5 consecutive school days)





Dear Parents,

Guildford Park Secondary School does not sanction the absence of any student during the school year for any reason other than for illness and bereavement. The school therefore does not grant a leave to students to undertake any extended absence; rather it is assumed that parents will make decisions in the best interest of their child. If the absence is for over 25 school days as per School District Policy 9320.1.4F.iii, the student may be withdrawn from any classes and will have to apply for re-entry upon their return. We are respectful of the fact that many of our families have family members far away and spending time with them is important. Difficulties arise however, when parents and students wish to have some reassurances that the extended absence will not affect their school marks. In fact the opposite is true. **Please know that an extended absence will affect a student's progress and may even result in failure.** Teachers are not required to prepare work packages for students during their extended absences, although many do. It is the student's responsibility to arrange for make-up work at the convenience of the teacher upon return. In some courses, (**where active participation is required**), this may not be possible.

We offer the following suggestions to minimize the effect of the extended absence and to help your child continue to learn during your trip:

-  Advise teachers of a potential absence as early as possible;
-  Ensure that all work is up to date and handed in before your child leaves;
-  Find out what material will be covered during his/her absence and take steps to cover some of the material while absent.
-  Select several books or novels that your child can take along to read. Your child's teacher will be able to recommend several appropriate titles;
-  Take a notebook so your child can keep a journal;
-  Provide a camera for your child so he/she can create a photo album of the journey;
-  Provide some grade appropriate math and reading workbooks;
-  If your child will be speaking little English during his/her absence, have your child continue to speak and hear English for at least one hour each day; for example, read English newspapers and listen to World News on BBC;

**It is important that you read and understand the following with regard to your child missing school for an extended period:**

-  This absence may have a significant effect on your child's academic progress, and may lead to his/her not successfully completing some courses.
-  Upon return, it is the parents' responsibility to help their child catch up.
-  Parents and students may want to explore the possibility of hiring a tutor.
-  It is normally not possible for your child to make up all missed activities, tests, and assignments, particularly final examinations.

**Please fill out the form on the reverse and return it to the school office at least two weeks prior to the absence.** If you have any questions, contact the office during schools hours.



<b>For Office Use Only:</b>	
<input type="checkbox"/>	Copy to SIM Clerk
<input type="checkbox"/>	Code Entered
<input type="checkbox"/>	Code End Dated

**NOTIFICATION OF EXTENDED ABSENCES (Cont'd)**

**Student Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have read the information on this form, and understand that Guildford Park Secondary School does not sanction the absence of any student during the school year because of the impact it may have on the academic progress of the student. **I acknowledge that an extended absence will affect a student's progress and may even result in failure.**

I am taking my child from regular attendance at Guildford Park Secondary School for \_\_\_\_\_ school days from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ inclusive for the following reason:

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**NOTE:** Students planning on missing school for any reason must see their teachers well in advance of the anticipated absence so they can decide whether they can meet the instructional objectives of the classes they will be missing.

This form must be signed by all teachers indicating that you have informed them of your anticipated absence.

BLOCK	COURSE	ASSIGNMENTS TO BE COMPLETED (the Final Exam information is only required if the request to leave impacts on final exams)	COMMUNICATING WITH STUDENT? (only for absences over 25 days)	TEACHER	INITIAL
A			Y___/N___		
B			Y___/N___		
C			Y___/N___		
D			Y___/N___		

We understand the School and District policy and accept responsibility for the extended absence.

Parent/Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Parent/Guardian Phone #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student Email: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_