



L.A. Matheson Secondary

9484 - 122 Street, Surrey, B.C. V3V 4M1 Phone: (604) 588-3418 • Fax: (604) 588-7245

Request/Agreement for STUDENT MISSING SCHOOL TIME

PARENT/GUARDIAN REQUEST

My child _____, (Student #: _____) will be missing school for the following period:

FROM: (first day missing class)	TO: (first day back in class)
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I understand that this is my privilege to take my child out of school for reasons I determine to be appropriate. I also recognize that the school as a regular policy does not sanction students missing class.

I acknowledge and understand that my child may:

- Not pass the course(s) for which he/she is registered in during the semester(s).
- Lose his/her space in L.A. Matheson Secondary School if the absence is 10 days or more.
- Be put on a waiting list for re-enrolment at this school, dependent on student numbers at the time of absence.

Parent/Guardian Signature

Counsellor Signature

Student Signature

Administrator Signature

TEACHER COMMENTS

Parents please note: Teachers are **not** responsible for providing school work for students who miss school due to vacations or other similar extended absences.

	PERIOD	SUBJECT	TEACHER COMMENTS	SIGNATURE
Semester 1				
Semester 2				





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Dear Parents,

LA Matheson does not sanction the absence of any student during the school year for any reason other than illness and bereavement. The school therefore does not grant a leave to students to undertake an 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 If the absence is for over 25 school days as per School District Policy 9320.1.4.F.iii, the student will be withdrawn from classes and will have to apply for re-entry upon their return.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 their 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.
- 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 the news on CBC.ca

It is important that you read and understand the following regarding your child's missing school for an extended period:

- This absence may have 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.

Administrator

Ed Chow	Vice Principal for Students with Last Names A – F
Ana Lahnert	Vice Principal for Students with Last Names G – O
Rajvinder Samra	Vice Principal for Students with Last Names P – Z

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Counsellor

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