



School District No. 36 (Surrey)

LORD TWEEDSMUIR SECONDARY

Notification of an Extended Absence 3 or More Days

Date: _____

Dear Parent/Guardian of _____

It is our understanding that you are planning a vacation during regular school attendance. Please complete this form. **If the absence will be for more than 10 days you must meet with the principal or vice principal at least one week prior to your trip.**

Student's Name:	
Date of Birth (month/day/year):	Phone Number:
Present Grade:	Div:
Expected Last Day in Attendance:	
Expected Date of Return to School:	
Actual Date of Return:	Days Missed:

BEFORE YOU PLAN YOUR TRIP

When planning an extended absence for vacation please contact the school *before finalizing* your trip. This allows you to discuss dates and the impact of the absence for your child. Please consider the following:

1. School District policy states that schools may hold a student's space in a classroom for **up to 25 consecutive school days**. Students who are absent for more than 25 consecutive school days risk losing their space if it is required for new students. The school may deregister your child if the space is required for a new student.
2. Your child's academic progress *may be affected by a lengthy absence*.
3. Scheduling the trip to overlap with a school holiday, e.g. Spring Break, would lessen the number of school days your child will miss.
4. Upon return from your trip support programs such as LST, Early Success, or Soar To Success may not be available, and your child may have to wait for an available space to return to the program.
5. Upon your return your child may need you to spend extra time each day with him/her to help catch up.
6. The school will not provide ongoing homework for your child during your absence. The school will make suggestions regarding your child's educational opportunities and activities during your absence.



LORD TWEEDSMUIR SECONDARY SCHOOL

SCHOOL DISTRICT 36 SURREY
6151 – 180th Street, Surrey, B.C. V3S 4L5 Tel: (604) 574-7407/Fax: (604) 574-4759
web site: www.sd36.bc.ca/tweeds

NOTICE TO STAFF REQUEST FOR LONG TERM ABSENCE – 3 or more Days

Student's Name _____ Student # _____ Div _____

I, _____, am taking my son/daughter from regular
parent/guardian name (please print)

attendance at Lord Tweedsmuir Secondary School for the period _____

to _____. Reason for Absence: _____

The parent/guardian and student understand the policy to be as follows:

"Schools cannot give permission to students to be away from class for reasons other than illness or family emergency.

If it is judged essential by the parents that the student be absent for a period of time, then the consequences of such an action must be borne by the student. The consequences may be the requirement of writing final examinations, lowered grade standing, or possible failure.

Students should consult a counsellor before a planned period of absence in order to familiarize themselves with the requirements of the school and subject teacher."

The parent(s) and student accept that it is the student's responsibility to discuss the situation with the student's teachers and discuss all options regarding missed class work, homework and exams.

Please ensure your son/daughter has completed the "Assignment Sheet for Long Term Absences" at least one week prior to leaving. If this is not done, it may not be possible to have appropriate information available.

Student Signature

Date

Parent Signature



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LORD TWEEDSMIR ASSIGNMENT SHEET FOR LONG TERM ABSENCES

The following student has requested a long-term absence: _____

The parent/guardian and student understand that:

- a) Teachers may or may not assist the student in providing opportunities for students to make up all missed work/exams.
- b) The school acknowledges the absences but does not have the authority to grant permission for the absences.
- c) The consequences for the absence must be borne by the student. This may result in a lowered grade standing.

Student's Name: _____ Div: _____

Reason for Absence: _____

Period of Absence: _____ to _____

SUBJECT TEACHER: Please fill out the information below and initial (ink please). You may request that the student return for homework assignments.

BLOCK	COURSE	ASSIGNMENTS TO BE COMPLETED (The Final Exam information is only required if the request to leave impacts on final exams.)	NOTES (FINAL GRADE if prior to year end Final Exam)	TEACHER

TO THE STUDENT: This form must be completed by all subject teachers and then returned to the office for Signature one week before leaving the school.

TO THE PARENT/GUARDIAN: This sheet is provided so that you and your son/daughter will fully understand the impact on his/her school work. Please supervise the completion of this work and see that it is brought to the school when he/she returns.

ADMINISTRATION SIGNATURE: _____