

**School District No. 36 (Surrey)**  
**J.T. BROWN ELEMENTARY SCHOOL**  
**Notification of an Extended Absence**

**Date:** \_\_\_\_\_

It is our understanding that you are planning a vacation for more than ten school days. Please complete this form and meet with the principal or vice principal at least one week prior to your trip.

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

**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 "the Principal is under no obligation to hold a space for a student who is absent from school due to travel for a period that exceeds twenty-five (25) school days."
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 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.

I have read and understand the above implications of an extended absence.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Administrator Signature