

Grand Forks Secondary School

P.O. Box 339, Grand Forks, B.C. V0H 1H0
TELEPHONE: 250 442-8285 FAX: 250 442-2085



Notification of an Extended Absence

Date: _____

Dear parents/guardians of: _____

Please read this form carefully and return it to school.

A primary requirement of the *BC School Act* is that of regular attendance. Grand Forks Secondary School, in cooperation with teachers and parents, work toward this end. We urge parents to plan vacations during the period when school is not in session. However, because family vacations occur at various times during the year and do not always coincide with the prescribed provincial school calendar, and because grade twelve students on occasion leave early in June to work, special leave is sometimes required.

Generally, the school does not grant nor deny permission for early leave for holidays or work. The decision is that of the parents, but they should be aware that absence will jeopardize development and grades. The teachers and administrators of the school can monitor such leave and make recommendations; they will also make parents aware of the consequences that such leave might have on the student. Students must plan ahead so work and course obligations are met, as the school cannot give course credit for work that is not done. The obligation for completing such work is that of the student.

It is our understanding that you are planning a vacation for 8 or more school days. Please complete this form and meet with the principal or vice principal at least one week prior to your trip.

Student's Name:		Grade:
Expected Last Day in Attendance:		
Reason for absence:		
Expected Date of Return to School:		
Actual Date of Return:	Days Absent:	

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. 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.
2. Scheduling the trip to overlap with a school holiday, e.g. Spring Break, would lessen the number of school days your child will miss.
3. Your child's academic progress will be affected by a lengthy absence.
4. Upon your return, your child will need to spend extra time each day to catch up.

PLEASE COMPLETE THIS SECTION WITH SCHOOL PRINCIPAL/VICE PRINCIPAL

I have met with the principal or vice principal to discuss my child's extended absence. I have agreed to:

- ☐ Talk with your teachers to learn what you can do to stay on top of your studies.
- ☐ Select books that my child can take along to read.
- ☐ Take a notebook so my child can keep a journal and write about their experience.
- ☐ have my child continue to speak, read, or write in English for at least one hour each day if English is not already widely used where I am traveling.
- ☐ Supervise regular completion any learning tasks that they may have received.
- ☐ Other: _____

Parent/Guardian Name	Parent/Guardian Signature	Date

OFFICE USE ONLY

- ☐ The parent has met with the school administration to discuss the plans and possible consequences.
- ☐ This letter was sent but the parent did not meet with the principal.

Principal/Vice Principal (Name & Signature)

Please place a copy of this form in the Student Record for future reference.