



EXTENDED ABSENCE FORM

NANTYR SHORES SECONDARY SCHOOL
1146 ANNA MARIA AVE. INNISFIL, ON, L9S 4X5
705-431-5950



1. Students who will be absent from classes for extended periods (Greater than 3 days but less than 15 days) of time for reasons other than illness or family emergencies will complete an Extended Absence form which is available from the Main Office and on the school website.
2. **Parent or Guardian of the student must write a letter to the Principal, requesting the student be excused for a specific amount of days, the time frame must be explicitly stated and cannot be indefinite.**
3. The teacher's signature does not indicate approval but rather "awareness of" the planned absence.
4. Parents/Guardians understand it is the responsibility of the student to get caught up on the work missed during the absence. The onus is **NOT** on the teacher to conduct extra lessons/tutorials for missed work.
5. **The Parent letter and completed form will be returned to the Main Office for Approval by Principal.**

STUDENT NAME _____ DATE _____

DATES OF ABSENCE _____

VICE PRINCIPAL'S COMMENTS _____

VICE PRINCIPAL'S SIGNATURE _____

	Course	Lesson/Units to be missed	Teacher's Signature
Period 1			
Period 2			
Period 3			
Period 4			

PLEASE RETURN THE PARENT LETTER AND THIS FORM TO THE MAIN OFFICE

PARENT'S SIGNATURE

STUDENT'S SIGNATURE