Halton District School Board

# Program of Study Request for a Planned Extended Absence - Secondary

## Program of Study Request for a Planned Extended Absence - Secondary

The School Year Calendar, which includes mark reporting dates, final evaluations, school holidays, and other key dates, is available on hdsb.ca and in schools. Students are expected to be in attendance on school days unless unable to attend by reason of illness, medical appointment, bereavement or other parent/guardian approved circumstance. To maximize student achievement, the loss of learning time during the academic year as a result of vacations or other discretionary reasons should be avoided.

**To: Principal or Vice Principal**

This is to notify you that I, _____,
**Please Print Full Name and Grade**

will not be in regular attendance from _____ to _____.
**Month, Day, Year** **Last Day Absent**

The reason for this absence is _____

_____

- ☐ I have informed my teachers (see next page)
- ☐ I am aware that failure on my part to complete the required assignments may jeopardize my credit(s)
- ☐ I understand that not being involved in scheduled class activities may adversely affect my success

**STUDENT INSTRUCTIONS:**

1. Meet with each teacher to discuss the course requirements and, when possible, complete evaluations before leaving or upon your return.
2. Complete the form with your teachers.
3. Submit the form with signatures to the main office at least one week before leaving.

| Course Code | Teacher | Course expectations during absence | Teacher Signature |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

_____ _____

**Student Signature** **Date**

_____ _____

**Parent Signature** **Date**

**Program of Study has been assigned and this paperwork will be filed in the OSR**

_____ _____

**School Administrator** **Date**