



GARTH WEBB SECONDARY SCHOOL

Student Leave of Absence

**TO BE RETURNED TO THE MAIN OFFICE
TWO WEEKS BEFORE DEPARTURE DATE**

STUDENT NAME:

GRADE DATE:

I am requesting to be released from attending classes from to
(first day of absence) (last day of absence)

IMPORTANT: If your absence will be for more than 15 consecutive school days, please connect with your Vice Principal to discuss an appropriate Program of Study.

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.

We recognize that there may be circumstances when a student needs to be away from school. Families are encouraged to plan absences carefully and consider the potential impact on the student's learning, attendance, and participation.

Parent/Guardian(s) should note the following:

- Have this form completed as soon as the absence is known and, where possible, at least two weeks in advance.
- Some learning activities, including labs, performances, presentations, group work, and hands-on activities, may not be able to be replicated or made up.
- Teachers are not required to reteach instruction missed as a result of an absence.
- Should identify any special circumstances or barriers affecting attendance on the form so the school can determine whether additional support may be appropriate.

Students:

- are responsible for communicating with their teachers and making a plan to stay engaged with their learning during the absence.
- need to complete where possible assignments and other work due during the absence.
- are responsible for catching up on missed learning when they return.

Planned Absence Process

- Student completes the form once the dates of the planned absence are known.
- Student informs all teachers and discusses a plan for missed learning, assignments, and assessments.
- Parent/guardian and student review and sign the form, acknowledging the potential impact of the absence and the student's responsibility to remain engaged with learning.
- Student returns the completed form to the Main Office.
- The Vice Principal reviews the information and ensures the absence dates are communicated to Attendance.



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REASON FOR ABSENCE.....

Student Instructions:

- ☐ I have informed my teachers and completed the form
- ☐ I am aware that if I do not complete the required assignments, this may put my credit(s) at risk
- ☐ I understand that not being involved in scheduled class activities may adversely affect my success
- ☐ I will 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/Guardian Signature

Date

School Administrator

Date

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