



# Department of Learning and Teaching

## SECONDARY EXTENDED ABSENCE REQUEST & CONTRACT

(To be completed 1 week prior to student absence.)

*To be completed by parent/guardian:*

Student Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Reason: \_\_\_\_\_

Number of school days to be missed: \_\_\_\_\_

I understand that my child will be missing vital instruction time, hands-on learning, and discussions during their absence that cannot be made up with paperwork.

I understand that missing 10% or more (18 days) of the school year increases the chance that a student will not read or master mathematics at the same level as their peers.

I understand that by 6<sup>th</sup> grade absenteeism is one of three signs that a student may drop out of high school and that by 9<sup>th</sup> grade, regular and high attendance is a better predictor of graduation rates than 8<sup>th</sup> grade test scores.

I understand that my child will have work prepared by his/her teachers that is to be completed satisfactorily (determined by teacher) and submitted to the teachers upon returning to school, in order for the absences to be excused.

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

\_\_\_\_\_  
Date

*To be completed by teachers:*

School work to be done for this absence. (School work must be completed satisfactorily and submitted within one week of returning to school.)

1<sup>st</sup> Period: \_\_\_\_\_

2<sup>nd</sup> Period: \_\_\_\_\_

3<sup>rd</sup> Period: \_\_\_\_\_

4<sup>th</sup> Period: \_\_\_\_\_

5<sup>th</sup> Period: \_\_\_\_\_

6<sup>th</sup> Period: \_\_\_\_\_

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Date