

## **Request for Long Term Absence Form**

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### **Our Policy regarding long term absences:**

Foundation does not encourage such absences but is aware that circumstances may dictate their existence. This form must be signed by the parent / guardian and submitted to the school office at least one week prior to the scheduled absence. The headmaster's signature does not indicate approval of the absence but only awareness.

- Long term absences are considered to be any absence longer than three days.
- Notification of long term absences must be made directly to the office administrator via this form.
- Long term absences due to illness will be dealt with on a case by case basis do not require this form.
- Where the parent / guardian wishes to voluntarily withdraw their child from school, they must be aware that they are responsible for any work, tests, etc that were missed by the student(s).
- The original form will remain in the student's file, and copies distributed to the parent / guardian and any teachers affected.

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### **Please fill in the following information. Use clear block letters and supply as much information as possible.**

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We, the parents / guardians of the student(s) listed below, will be taking our child(ren) out of school for a reason other than illness. We realize that the teachers are continuing to teach, help and advise students during this time and that our child(ren) might therefore need to make up various assignments and homework. We take full responsibility for their absence from school and for any work or tests missed during the period of absence.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Requested dates of absence: from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent(s) / Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Headmaster

\_\_\_\_\_  
Date