

W.H. Croxford High School

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RE: Extended Absence

In the event a student at W.H. Croxford will be missing an extended period of time, we request the guardian come into the school and fill out an absence form for his or her child.

School attendance is required under the School Act and also encouraged by staff at WHC. Valuable learning occurs in the classroom so missing time could have a negative impact on student learning. That said, we understand there are instances where families choose or have to travel during the school year.

An extended absence is defined as missing 3 or more days of instruction.

Please fill out the form below

I _____ (name of Parent/Guardian) am authorizing _____ (name of student) to be absent from school for the following dates:

_____ (dates of absence)

_____ (reason for absence)

I understand it is my child's responsibility to keep up with work missed during the absence and return to class prepared for the content being covered at the current time.

Teachers will keep their website up to date throughout the absence so the student will have access to material they are missing. Upon the students return, the teacher will work with them in class to ensure they are caught up with their peers. It is not the expectation of W.H. Croxford nor Rockyview School Division that teachers spend time outside of the regular scheduled class to tutor a student who has voluntarily missed class time due to extended absence

Parent Signature: _____

Student Signature: _____