

**Regina Roman Catholic School Division
Secondary Attendance Practices Application for Exemption
Prior Knowledge**

This form must be submitted to the school's main office as soon as possible and no later than two weeks before the absence will occur.

Use this form when there is advance knowledge of a student's absence. This form must be submitted at least two weeks prior to the time the student will be away. Applicable circumstances may include medical, athletic competition at an elite level (provincial or national) or fine arts performances at an elite level. (Please note: training or practice sessions may not qualify for this exemption).

Please complete all portions of this form and submit this form to the main office.

Date: _____

Student Name: _____ **Grade:** _____

Dates to be away: _____

Total Number of School Days Absent: _____

PLEASE NOTE: Family vacations do not meet the criteria for this process. Please obtain an Extended Period of Travel Support Form from the main office.

Reason for the requested exemption from the attendance policy

Student Signature

Parent Signature

Date

Date



The following information must be completed prior to returning the form to the office

	Teacher Name	Buddy Name	Buddy Email or Cell	Teacher Signature
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Other				

EXTENDED SCHOOL ABSENCE

A. BEFORE I LEAVE, I WILL:

- ☐ Inform each teacher about the dates of my absence at least 10 days in advance of my departure
- ☐ Ask each Teacher whether any assignments could be completed before I leave on the trip.
- ☐ Ask each Teacher whether any assignments could be completed while I am away for the trip.

Find a "buddy" within each class,

- ☐ obtain the buddies email address or phone number
- ☐ obtain from him/her information about what is happening in the class and about assignments

B. WHILE AWAY I WILL:

- ☐ Submit each designated assignment **as I complete it**.
- ☐ Continue with my studies by completing all assignments and preparing for all assessments.

C. WHEN I RETURN I WILL:

- ☐ Hand in any completed assignments (only if prearranged with the teacher) by the second day of my return.
- ☐ Write any missed tests within 6 school days of my return.
- ☐ I will take necessary action to ensure a smooth transition back to regular classes.

For Office Use

Granted ☐ Denied ☐ Date: _____ Total # School days absent: _____

Comments:

Committee Members:

Please Print

Signature

Please Print

Signature