

## Regina Roman Catholic School Division Secondary Attendance Practices Extended Period of Travel Support Form

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.

This form is designed to support students who are absent because of family travel. Please be aware that vacations do not qualify for exemptions. Families are encouraged to plan their vacations around existing school holidays to minimize the number of school day absences. Students should complete this form 10 school days prior to departure. Although teachers will provide information about upcoming assignments, they are not obligated to provide extra tutoring to get students caught up. The family may need to consider out of school tutoring options or online learning options depending on the course and length of time away.

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 that family vacations do not meet the criteria for the Prior Knowledge Application for Exemption process with our attendance committee.**

### 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
- ☐ Provide my email address or other contact information to the teacher.
- ☐ 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 the school email address/fax number to send completed assignments
- ☐ 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 them.**
- ☐ Continue with my studies by completing all assignments and preparing for all assignments.

**C. WHEN I RETURN I WILL:**

- ☐ Submit any completed assignments by the second day of my return.
- ☐ Write any missed exams within 6 school days of my return.
- ☐ I will take necessary action to ensure a smooth transition back to regular classes.

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

|             | Teacher<br>Name | Buddy<br>Name | Buddy<br>Email or Cellular | Teacher<br>Signature |
|-------------|-----------------|---------------|----------------------------|----------------------|
| Period<br>1 |                 |               |                            |                      |
| Period<br>2 |                 |               |                            |                      |
| Period<br>3 |                 |               |                            |                      |
| Period<br>4 |                 |               |                            |                      |
| Period<br>5 |                 |               |                            |                      |
| Other       |                 |               |                            |                      |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date