

G. W. Graham Secondary School

Extended Absence – Prior Arrangement Form

Name: _____ Adv: _____ Date: _____

Dates of Extended Absence: From _____ to _____

Parent Signature: _____ Phone #: _____

G. W. Graham Policy for Extended Absences

We strongly discourage students from taking vacations during the school year. Students who miss classes lose essential instruction and place increased demands on their teachers and classmates.

When planning for an absence parents and students should understand that teachers cannot possibly, in all cases, pre-teach the lessons, nor provide make-up assignments to cover all the material that will be missed. Since a student needs to attend a full course to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade.

We recognize that occasions arise where absences are necessary. When this is the case, the school will make every reasonable attempt to reduce the negative impact to the student's educational program. Our intent is to maintain a high academic standing. In order that students and parents may not be misled and suffer possible disappointment, it must be clearly understood that:

- A signature from Parent/Guardian to verify this absence is required above.
- A 'Prior Arrangement Form' will be issued from the office to be presented by the student to their teachers.
- Teachers will state in writing on the 'Prior Arrangement Form' student expectation and consequences that could result from the extended absence and any alternatives that would help to minimize the potential harm to the student's final grade. The responsibility for completion of all make-up work rests with the student.
- Final clearance must be completed in the office by returning the fully completed 'Prior Arrangement Form' to the office.

	Teacher	Assignments
Advisory		
Block A		
Block B		
Block C		
Block D		
Block E		
Block F		
Block G		
Block H		