PLANNED ABSENCE FORM
Request for Absence Other Than Illness
Westsyde Secondary School

Westsyde Secondary School believes that regular attendance at school is one of the most important predictors of academic success. However school-sponsored activities and family circumstances may require a student to be absent from class. The purpose of this form is to ensure that such absences will create as little interruption as possible to a student's school progress. It is the student's responsibility to catch up on missed work. Credit cannot be granted for tests missed during formal examination sessions.

Block	Subject	Assignments to be completed	Teacher Signature
A			
B			
C			
D			

---------- **TEAR HERE** ----------

Student Name: _____ Student Number _____

Absence to Start Block _____ Date: _____

Returning: Block _____ (if mid-day) Date: _____

Reason for Absence: _____

Approval: _____ _____
(parent/guardian) (administrator)

Sponsor teacher: _____

Please Return Signed Bottom Section to Front Office