

# CLASS ABSENCE PERMISSION SHEET

- NOTES:**
1. *Fill one sheet in and photocopy for your students.*
  2. *All entries must be done in ink only.*

CURRICULAR / EXTRA CURRICULAR (Circle One)

PURPOSE OF CLASS ACTIVITY: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

TEACHER/SPONSOR: \_\_\_\_\_

DATE(S) OF CLASS ACTIVITY: \_\_\_\_\_

## CIRCLE BLOCKS AFFECTED

BLOCK	SUBJECT	ASSIGNMENT/COMMENT	TEACHER SIGNATURE
A			
B			
C			
D			
E			

If a teacher signs the form the following assumptions can be made:

1. The student is responsible for any and all missed classroom work.
  2. The student will be able to make up pre-scheduled quizzes, exams and assignments when and where the subject teacher decides. It must be understood that surprise quizzes will be counted as exempt and an alternate assignment or quiz may be given.
- I. A. If a teacher does not sign, he/she should indicate why by making an appropriate comment in the space provided on the front of this form.
- B. When the teacher does not sign:
1. The teacher should inform the parent by phone as soon as possible.
  2. The teacher should inform the coach/sponsor by note or in person.
  3. The coach/sponsor MAY initiate a consultation between the teacher and him/herself and this consult may include an administrator, counsellor, parent and the student in question.
  4. If, after consultation, the parent still wishes the student to be considered for participation on the trip, the parent may sign the permission form in the place of the teacher on the front of this form. If the school allows the student to travel under these circumstances then the student should be given a mutually arranged time period to make up missed tests or other work.

The travel consent forms must be turned into the Principal or Vice Principal for final approval or disapproval for the student(s) to participate.