

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

This form must be submitted to the Dr. Martin LeBoldus High School **Attendance Committee** as soon as possible and no later than two weeks before the absence will occur. (Our hope is that with RCS sanctioned travel opportunities, provincial or national team representation, booked medical procedures or other such occurrences that advance notice will not be an issue).

Regina Catholic Schools believes students who attend regularly benefit academically from the direct instruction provided by our teachers, and from peer interaction in the classroom. Although **family vacations** will NOT be considered as reason for an exemption from the RCS attendance practice, our teachers are willing to offer support to students through the “**Extended Period of Travel Support Form**”

**Please complete both sides of this form and submit the form to the main office.**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates to be away:** \_\_\_\_\_ **Number of School Days Absent:** \_\_\_\_\_

**Reason for the requested exemption from the attendance policy** *(please note that family vacations do not meet the criteria for this process. Please obtain an Extended Period of Travel Support Form from the main office).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_  
Guidance Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

|          | Teacher Name | Buddy Name | Buddy Email | 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
- 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,

- obligate him/her to provide information about what is happening in the class
- utilize him/her for information about assignments
- obtain the buddies email number, MSN contact or phone number
- obtain the school email address/fax number to send completed assignments

### B. WHILE AWAY I WILL:

1. Continue with my studies by:
  - Contacting my buddy about the class, either daily or every second day.
  - Completing any assignment I have taken with me.
  - Completing any assignments I have received since my arrival.
  - Studying for any exam missed during my absence.
2. Either fax or email (my teacher or the school) each designated assignment **as I complete it**.

### C. WHEN I RETURN I WILL:

- Understand that my teacher is not obligated to provide extra tutoring to allow me to “catch up”. (Paid tutoring might be considered.)
- 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.
- Accept a mark of zero on any assignment or test that I fail to complete according to the above criteria.

#### Decision of the Attendance Committee:

Granted       Denied       Date: \_\_\_\_\_

Comments:

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Committee Members:

|              |              |              |
|--------------|--------------|--------------|
| _____        | _____        | _____        |
| Please Print | Please Print | Please Print |
| _____        | _____        | _____        |
| Signature    | Signature    | Signature    |

***The committee will meet no later than three school days after this form is submitted and will respond no later than 24 hours after a decision has been determined.***