

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

This form must be submitted to the Michael A. Riffel High School **Attendance Appeal Committee** as soon as possible and no later than two weeks before the absence will occur.  
**Please submit the form to the main office.**

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

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Dates to be away: \_\_\_\_\_

**Family Vacation** – \*Please note that an exemption from the attendance practice will not be granted for a family vacation. It is our expectation that travel will be planned around school vacations and any school days missed will fall within the 14 days allowed within the Common Attendance Practice. We will record these dates as “parent permission – prior knowledge” and ask students to complete the extended absence support form.

**Other** - Reason for the requested exemption from the attendance policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educational Value (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Decision of the Attendance Appeal Committee:**

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

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

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.***

**REGINA CATHOLIC SCHOOL DIVISION SECONDARY ATTENDANCE PRACTICES  
EXTENDED ABSENCE – SUPPORT FORM**

*Michael A. Riffel High School*

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates to be away: \_\_\_\_\_ Total Number of Days \_\_\_\_\_

As part of our “Prior Knowledge” attendance practice, students who have been granted extended school absences or are traveling must have the following understandings:

**Before I Leave, I Will:**

- ✓ Remind my classroom teacher of the days I am away.
- ✓ Ask each teacher whether any assignments could be completed ahead of time.
- ✓ Find a “buddy” in each class to help provide information about assignments
- ✓ Obtain “buddy’s” email, phone number or other contact information
- ✓ Obtain teacher’s email, school fax to send any completed assignments

**While I Am Away:**

- ✓ Continue with my studies by:
  - Contacting my buddy about the class, daily, or at the end of a weekend of travel.
  - Complete all assignments I have taken with me.
  - Prepare for all exams that may be missed so that they can be written immediately upon my return.
- ✓ Either fax or email (to my teacher or the school) each designated assignment as I complete them.

**When I Return I Will:**

- ✓ Understand that my teacher is not obligated to provide extra tutoring to allow me to “catch up” (note: tutoring options may need to be considered)
- ✓ Hand in any completed assignments immediately upon my return.
- ✓ Write any missed exams – recognizing that this may require that I write at lunch or after school and that these may be invigilated by staff other than my teacher.
- ✓ Accept a mark of zero on any assignment or exam that I fail to complete according to the above criteria.

**The following information must be completed and returned to the office:**

	Teacher Name	Buddy Name	Buddy Signature	Teacher Signature
<b>Period 1</b>				
<b>Period 2</b>				
<b>Period 3</b>				
<b>Period 4</b>				
<b>Period 5</b>				
<b>Other</b>				

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ms. K. J. Ehman – Vice Principal

\_\_\_\_\_  
Mr. L. Biegler - Principal