

**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
Period One				
Period Two				
Period Three				
Period Four				
Period Five				
Other				

Student Signature

Parent Signature

Date

Date

Vice – Principal: _____
Ms. K. J. Ehman

Principal: _____
Mr. L. Biegler

