

RCHS Discretionary Student Absences Application Form

(Course Calendar p. 18)

1. Families requesting that students leave the school for four or more consecutive school days or an exam day will submit an application in writing before the family makes any commitments/arrangements to take the trip or two weeks in advance of the trip, whichever is earlier, to determine the impact their absence will have on marks.
2. Signatures by parents/guardians are required on all documents.
3. Applications will be considered by school administration. Criteria for approval will include the nature of the trip (how closely it parallels the school mission statement) and the student's academic standing. Trips that do not parallel the school mission statement or which jeopardize the acquisition of credits will not be approved.
4. The family will receive a response within one week of the application having been submitted.
5. Where the student's absence is approved the student will be given the opportunity to write tests or exams missed. If the application is not approved or has not been received in time, the student will not be given the opportunity to write tests or exams missed.

The nature of the trip and the dates the student will be away from school:

Name of classroom teachers:

Number of school days missed:

The date the work is requested for:

Student's Academic Standing: Is he/she struggling?

If so, what is the support plan?

Will the trip negatively impact the student's acquisition of academic credits?

Will you son/daughter be prepared to complete missed assignments/tests when they return?

Be sure to consult with classroom teachers as soon as your application has been approved.

The Completed application form should be sent to the principal with date and parent signature.

Parent signature and date