



# Extended Absence Form

It is the school's responsibility to ensure parent(s) / legal guardian(s) understand the impact that extended absences may have on their child's education.

Please complete, sign and submit this form to your child's school.

Student's Legal Name: _____ (Last Name, First Name)
Date of Birth (YYYY-MM-DD): _____
Reason for Extended Absence: _____
Last day in attendance (YYYY-MM-DD): _____
Expected date of return to school (YYYY-MM-DD): _____
School Name: _____

I have read and understand the following with regard to my child's extended absence:

- Westmount Charter School recognizes the strong positive correlation between attendance and a student's success in school.
- Alberta's *Education Act* excuses students from attending school due to illness or other unavoidable cause, religious holidays, suspension/expulsion or with permission from the Board (e.g., Cultural/Spiritual/Ceremonial). An absence outside of these exemptions will be recorded as an unexcused absence and the following statements apply:
  - Schools are not mandated to provide schoolwork for the extended absence nor are they required to provide support for missed instructional time when my child returns to school.
  - It is my responsibility to review and support my child's learning during the extended absence.
- This absence may impact my child's academic progress at school.
- The cumulative effect of multiple extended absences could result in significant gaps in my child's learning and achievement.
- This absence may affect my child's peer relationships at school.

I will support my child's learning during this absence by:

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By signing below, I am indicating that I have read and understood the possible implications this extended absence may have on my child's learning.

\_\_\_\_\_  
Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/ Legal Guardian

\_\_\_\_\_  
Date (YYYY-MM-DD)

\_\_\_\_\_  
Phone Number

Authorization for the collection of personal information is under the authority of the *Education Act* and the *Freedom of Information and Protection of Privacy Act*. This information will be used to manage student attendance records in the provision of education services. If you have any questions regarding the collection of this information, contact the school principal.

**For office use only:** If the student will be away for an extended absence including September Count Date, funding compliance may require documentation to substantiate funding. Additional instructions are on the Insite Attendance page.