

# Providence Christian School

Box 240, Monarch, AB, T0L 1M0  
403-381-4418

[admin@pcsmonarch.com](mailto:admin@pcsmonarch.com) [www.pcsmonarch.com](http://www.pcsmonarch.com)



## Student Extended Absence Form

**This form should be submitted a minimum of two weeks in advance of a planned absence. An extended absence is classified as three or more consecutive days.**

Providence Christian School is not in a position to either grant or deny permission for any student to miss school for an extended holiday or other absence from classes. The decision is the responsibility of students and their parents/guardians. Nevertheless, the administrators and teachers discourage family or personal holidays that result in students missing extended periods of time. If such an absence is necessary, the onus is on the student to be responsible for all missed work. It is important that the student plans and works to catch up in order to minimize the effect of the absence. Missed exams, tests or assignments will not be excused. Teachers are not required to give make-up tests in these circumstances, or expected to teach material already covered; however, every consideration will be shown to a student in the event of a compassionate leave.

**Student name:** \_\_\_\_\_

**Dates of expected absence:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I have read the information above and understand that my son/daughter will miss classroom instruction during his/her absence and that this may negatively affect his/her final marks. Furthermore, I understand that the responsibility for missed work rests solely on the student, not on the teachers.*

Parent/Guardian Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_

Teacher Signatures \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

## Consequences of Absenteeism

The following excerpt is from our attendance policy. ***It is vital to realize that consequences are meant to assist students in their learning, not as a punishment.***

Regarding **Unexcused** absences:

If the total number of **Unexcused** absences exceeds 8% of in-class instruction

- a) the principal will contact the parents to confirm the reasons for the absences, to review the attendance expectations, to ensure that all the required course work is completed successfully, and ...
- b) the student may not participate in extracurricular activities and ...
- c) students in grades 10-12 will be placed on an attendance contract outlining expectations for attendance.

If the total number of **Unexcused** absences exceeds 16% of in-class instruction retention at grade level of a K-9 students will be reviewed by the principal and the possibility of enrolment withdrawal considered.

- a) students in grades 10-12 will be withdrawn from the affected course(s)

Regarding **Excused** absences:

If the total number of **Excused** absences exceeds 16% of in-class instruction

- a) the principal will contact the parents to confirm the reasons for the absences and
- b) a plan will be made to enable the student to successfully complete the course requirements depending on the circumstances and resources of the school.
- c) Student grades will be based on the student's ability to demonstrate an understanding of the required course concepts. Failure to show an understanding of a concept will result in a zero for that concept. Their course mark will be based on their ability to demonstrate an understanding of the entire course content.