

**Extended Absence
Notification Form**



Upper Canada College
Upper School

Any student who will be out of school for **FOUR or more consecutive school days for any reason** (school-related or personal/family) **must first meet with each of his subject teachers** to determine any and all work that must be completed / submitted before he leaves for his extended absence. For added support, he may also wish to connect with the **Centre For Learning** to ensure that he completes all of his pre-trip work before he leaves for his Extended Absence.

The student is also responsible for course work undertaken by the class during his absence so, in addition to the above pre-trip work, the student must **print and complete both pages of this "Extended Absence" document**, and submit a copy to the Main Office.

Page 1: The "**Notification Form**" must be filled out, signed and handed in to **Ms. McMonagle** in the Main Office **as early as possible before** the student's departure date, AND

Page 2: The "**Student Planning Form**" must be filled out, **signed by every teacher** and handed in to **Ms. McMonagle** in the Main Office **as soon as possible** before the student's departure date.

Name of Student: _____ Grade Level: _____

House: _____ House Adviser: _____

Dates of absence: from _____ to _____ inclusive.

Reason for extended absence: _____

Student signature: _____

Parent / Guardian signature: _____

Centre for Learning signature: _____

House Adviser signature: _____

Division Head/Dean/Administration signature: _____

Please submit this completed and signed Notification Form to Ms. McMonagle in the Main Office.

**Extended Absence
Student Planning Form**



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Subject	Detailed description of work to be completed/submitted by the student upon his return from extended absence. As needed, the student will work with the CFL before leaving to create a plan to make-up missed work and/or tests upon his return to school.	Teacher's signature to acknowledge student's upcoming extended absence.

Student signature: _____ Grade Level: _____

House Adviser signature: _____ House: _____

Dates of absence, from _____ to _____ inclusive.

Please submit this completed and signed Planning Form to Ms. McMonagle in the Main Office.