



ESBCHS Extended Leave from School



ESBCHS defines extended absences as any absence longer than five (5) consecutive school days.

Academic success is directly impacted by attendance, and therefore any activity which inhibits a student's ability to attend class, inhibits their ability to learn. The first priority of the school is education and, as such, students should be in classes for the full learning experience.

It is the students' responsibility to attend school regularly in order to meet the expectations of the Education Act. Students need to be present in order to grow academically, socially, emotionally and in order to have their learning assessed on a regular basis

Prior to making a choice between attending school and the extended absence, we ask that families familiarise themselves with the following points:

- The student and parent/guardian must complete and sign the ESBCHS Extended Leave Form and Education Plan and submit it to the school administration or counsellor a minimum of three weeks prior to the beginning of the absence.
- Submission of this Extended Leave Form will serve to avoid unnecessary daily automated student absence reporting for unknown absences.
- It is recommended that while away the student should partake in a minimum of 2-3 hours designated study time daily under parent supervision.
- The student will be held accountable for all work missed. It will be entirely the responsibility of the student to make up and submit work upon return as approved in the educational plan.
- Provincial Exams are written on predetermined dates established by the Alberta Education. Any missed exams will not be excused.
- All formal assessments need to be written in person at ESBCHS upon the student returning to school.
- Approved extended absences must also be adherent to ESBCHS Final Exam Policy.

The ESBCHS Student Education Plan must be completed a minimum of three (3) weeks in advance of a planned absence.

ESBCHS STUDENT EDUCATION PLAN

Student Timetable

Block 1	Block 2
Block 3	Block 4

This education plan can be used to outline how you will continue your learning during an extended absence.

Student Name:		Grade:	
Dates away:		# of days	
Reason for absence:			

Agreed role of parent/guardian in supporting the absence learning program:

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 as outlined in the accompanying education plan.

Signature of parent/guardian _____

Signature of Administrator or Counsellor _____

The administration, in consultation with your teacher(s), will review this plan. Schools can consider attendance to date, student grades and other factors that affect the decision to approve the plan.

Consultation with Teacher(s)

Course	Plan	Follow-up Upon Return
EXAMPLE: English 10-1 Mr. Smith	EXAMPLE: Must log in to Google Classroom Daily and complete the lesson. Must submit all assignments by the deadline.	EXAMPLE: Teacher will document all assignments in PowerSchool. Zeros will be entered for unsubmitted assignments.

**** INCOMPLETE FORMS WILL NOT BE PROCESSED ****