

**NOTE: EXTENDED VACATIONS ARE DISCOURAGED DURING THE SCHOOL YEAR**

Name of student: \_\_\_\_\_  
Surname First Middle

Date(s) of absence: \_\_\_\_\_

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

International students planning to be absent from school due to holidays or school based events are required to advise each of their subject teachers and must make arrangements to complete all missed work.

The decision to be absent is the responsibility of the student and the biological parent(s)/guardian(s). However, as per the guidelines of the International Student Program, an International student must have approval from the Academic Coordinator of the International Student Program. Students should be aware that extended absences may result in the loss of a course credit.

Students are **required** to consult with the Academic Coordinator of the International Student Program and their teachers **before** the intended absence occurs. Completed forms are to be shown to the International Student Program Teacher-Liaison at the school to obtain a signature of school approval and then subsequently submitted to the Academic Coordinator of the International Student Program.

Period	Subject	Teacher's Signature	Teacher's Comments/Assignments
A - 1			
B - 2			
C - 3			
D - 4			
E - 5			

<b>Student Signature</b>	<b>Date</b>
<b>ISP Teacher-Liaison Signature</b>	<b>Date</b>
<b>ISP Academic Coordinator Signature</b>	<b>Date</b>

**Please submit to the Academic Coordinator Christine Reid at: [creid@pembinatrails.ca](mailto:creid@pembinatrails.ca)**