

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 Assistant Director 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 Assistant Director of the International Student Program and their teachers **before** the intended absence occurs. Completed forms are to be shown to the International Student Program Advisor/Counsellor at the school to obtain a signature of school approval and then subsequently submitted to the Assistant Director of the International Student Program.

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

Student Signature	Date
ISP School Advisor Signature	Date
ISP Assistant Director Signature	Date

Please submit to Kyllikki Ruus at: Kruus@pembinatrails.ca