Dear Parents/Guardians,

We understand that family time and travel are important, and that opportunities for holidays may sometimes arise during the school year. However, we would like to remind families that regular attendance at school is essential for your child's academic success and overall development.

When students are away from school, they miss valuable instruction, classroom discussions, and learning experiences that are difficult to fully replace. While teachers will do their best to support students upon their return, it is not always possible to replicate all missed lessons or activities.

If you are planning to take your child(ren) out of school for a holiday during scheduled school days, we kindly ask that you:

- Inform the school and your child's teacher in advance
- Provide the dates of absence

During your child's absence, all classroom updates, lessons, and assignments will be posted on Google Classroom. It is the responsibility of both the student and family to:

- Check Google Classroom daily
- Complete all required assignments
- Submit assignments on Google Classroom each day as assigned
- Ensure your child stays up to date with daily learning and homework

Please note that teachers may not always be able to prepare work ahead of time, as classroom learning often evolves day by day.

We appreciate your cooperation and support in helping us provide the best possible learning environment for all students. If you have any questions or would like to discuss your child's attendance, please feel free to contact the school.

Thank you for your understanding.

Sincerely,
Holy Ghost School

Holy Ghost School Extended Absence Notification

Parents/guardians must fill in this form, discuss the absence with the classroom teacher for each child, ask for the teacher's signature and submit to the office two weeks prior to the start of the planned absence.

Family Name: _____

The student(s) will be away from school from:

_____ to _____

dd/mm/yyyy dd/mm/yyyy

Reason:

_____

_____

I have read the school's extended absence protocol. I understand the responsibilities outlined therein for students staff and parents for the periods before, during and after my child(ren)'s absence.

A) Student name: _____ Grade: _____
B) Student name: _____ Grade: _____
C) Student name: _____ Grade: _____

Parent Signature: _____ Date: _____

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A) Teacher Signature: _____ Date: _____

B) Teacher Signature: _____ Date: _____

C) Teacher Signature: _____ Date: _____

French Teacher Signature: _____ Date: _____

Phys. Ed. Teacher Signature: _____ Date: _____

Music Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____