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Extended Absence Program Request Form

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If circumstances necessitate an extended absence during Stage 2 or 1, we are providing our students with reasonable educational support and oversight while they are away. It is the guardian or parents' responsibility to complete the Extended Absence Request Form and return to Reception a minimum of 2 weeks in advance of student absence. Should the extended absence be due to Covid-19 self-isolation or quarantine reasons, the advance notice is not required.

What You Receive

1. Daily access to general teacher plans via Planbook, that are one day after being taught.
2. Communication access to teachers during their office hours via email; on Teams or Zoom by appointment.
3. If the leave is due to requirements for self-isolation or quarantine or an required extended precautionary period, one or two virtual meetings with a teacher assistant to support deciphering of plans and assignment submissions will be provided. This is not included for family vacations or personal absence.

What You Need to Do

1. Ensure your child completes all school assignments and submits completed work in Teams by deadlines.
2. Attend scheduled communication times with teacher assistant or teachers
3. Provide regular educational routines for your child while they are away

Important to Know

The Waldorf curriculum is experiential by nature and missed classes cannot always be caught up in equal value by doing the work at a distance. Due to the significant impact on student learning, we respectfully request that you plan vacation time around school holidays. The impact of students missing school can be on social fabric; reintegration can be challenging for both the student and the class. **It is the responsibility of parents to ensure their child complete all assignments set by their teachers to ensure they do not fall behind.**

Please be aware that absences can affect the funding for your child. We are accountable to the Ministry of Education that your child is meeting the learning outcomes as set out by the Ministry and that your child is receiving sufficient instructional hours. If the total unexcused absence places your child below the required hours for Ministry of Education funding, this could result in the Parent/Guardian being charged the difference between the full grant and the prorated grant received for your child, as this has serious budget implications for the entire organization.

Name of Parent		Name/Grade of Student	
Reason: Covid-19 or Personal		Class Teacher/Guardian	
Departure Date		Return Date	
Parent Signature		Principal Signature	