

# COALDALE CHRISTIAN SCHOOL

"Your word is a lamp unto my feet and a light for my path" Psalm 119:105  
2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436  
[office@coaldalecs.com](mailto:office@coaldalecs.com)  
[www.coaldalecs.com](http://www.coaldalecs.com)



## Notice of Unexcused Absences

**This form should be submitted a minimum of two weeks in advance of a planned absence.  
An extended absence is classified as three or more consecutive days.**

Coaldale Christian School is not in a position to either grant or deny permission for any student to miss school for an extended holiday or other absence from classes. The decision is the responsibility of students and their parents/guardians. Nevertheless, the administrators and teachers discourage family or personal holidays that result in students missing extended periods of time. If such an absence is necessary, the onus is on the student to be responsible for all missed work. It is important that the student plans and works to catch up in order to minimize the effect of the absence. **Missed exams, tests or assignments will not be excused.** Teachers are not required to give make-up tests in these circumstances, or expected to teach material already covered; however, every consideration will be shown to a student in the event of a compassionate leave.

<b>Student name:</b>	_____
<b>Dates of expected absence:</b>	_____
<b>Reason for absence:</b>	_____
	_____
	_____

*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. I understand that the responsibility for missed work rests solely on the student, not on the teachers. Furthermore, I am fully aware of the consequences for absenteeism as outlined on the next page.*

*Any absences for family vacations will be considered unexcused absences.*

Parent/Guardian Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signatures: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

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## Consequences of Unexcused Absenteeism

The following chart indicates the consequences of unexcused absences. ***It is vital to realize that consequences are meant to assist students in their learning, not as a punishment.***

Accumulated Absence per High School course	Consequence
<u>After 4</u> absences	➤ Teacher discusses attendance concerns with the student.
<u>Before 6</u> absences	➤ Teacher contacts parents via phone or letter (to be signed) to discuss attendance, academics, and strategies to improve class attendance.
<u>Before 8</u> absences	➤ Teacher refers the situation to the Principal/Vice Principal. A letter (to be signed) is sent home informing student and parents of the importance of attendance and possible course withdrawal. A meeting may be requested including student, parents, teacher, and (vice) principal.
<u>After 10</u> absences	<p>➤ The student will be asked to withdraw from the course (High School). <i>If the student withdraws from the course he/she will be required to take an equivalent course (same number of credits) during that time. (High School).</i></p> <p>➤ A meeting will be arranged with the student, parent, teacher, and (vice) principal to discuss further actions and possible alternative programs.</p>

### HIGH SCHOOL ATTENDANCE POLICY:

A student will receive an incomplete in any course if he/she has more than 10 unexcused absences. (For semester courses, there are 2 classes per day so 5 missed days would result in 10 absences).