



Request for Work During Extended Absence Form

For students with a planned absence of more than two days

Mid-Coast School of Technology understands that there are times when a student must be absent for an extended period of time. It should be understood that each day is 5-6 hours of program time. Each absence can have a significant impact on a student developing their skills and their ability to earn a certification or credit. **If a student plans to be absent for more than 2 program days, it is VERY important that students complete this form, and create a plan to make up for instruction and skills that will be missed during their absence.** It should be noted that due to the safety concern when a student falls behind in a program, Region 8's attendance policy states that students may be removed from program or may not receive credit if they are absent more than 5 program days in a semester.

Step One:

Name:		Date of Request:
Date leaving:	Date Returning:	# of Mid-Coast days:
Reason for Absence:		

Step Two: (bring to your parent/guardian)

Dear parent/guardian, please read the information provided above regarding extended absences and confirm the dates provided in step one.

Parent/Guardian Signature:

Step Three: (bring to each of your teachers)

Program/Academic:	Assignments/Skills to be completed and when: <i>Please attach additional pages as needed</i>	Teacher Signature:

Step Four: (bring to Assistant Director)

Assistant Director's Signature:	Date rec'd:
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