



Crescent School

Iffat Ahmed, Principal

This form must be completed by the parents BEFORE their child/children take leave.

DOCUMENTATION OF EXTENDED PUPIL ABSENCE

Today's date:

Inclusive dates of student(s) extended absence:

____ / ____ / ____ to ____ / ____ / ____

Name(s) of Crescent School student(s) involved:

THIS SPACE TO BE COMPLETED BY THE SCHOOL

APPLICATION ACCEPTED

APPLICATION NOT ACCEPTED

PRINCIPAL'S SIGNATURE _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Reason for extended absence: Check all that apply

- Hajj Pilgrimage to Mecca
- Family trip TO _____
- Extended illness or injury
- Legal issues
- Immigration issues
- Other: _____

Explanation of extended absence: Briefly explain the details of this absence:

Valid Documentation:

Please attach copies of documents which **confirm the dates** and **match the reason** for the absence: *Examples: airline tickets, airline itinerary, letter from parent regarding death in family, legal documents and/or immigration documents, doctors' notes, etc.,*

CRESCENT SCHOOL Long Term (Extended) Absence Policy

- Students who remain absent 5 days or more without a genuine excuse will risk failing for that marking period.
- Absences with a genuine excuse may be considered for a passing grade, but with a reduced point penalty (as per the discretion of the principal).
- Students who are absent due to medical reasons must submit a formal, signed doctor's note documenting the absence to the main office.
- Parents are strongly advised to always retain a copy of their child's medical notes in the home for future reference.

Signature of Parent: _____ **Date** ____ / ____ / ____