



KITSILANO SECONDARY SCHOOL ABSENCE NOTE

(THIS PAPER NOTE IS FOR TEACHERS ONLY)

STEP 1 - Print out and fill out the following information (Paper copies are in office.)

STUDENT NAME		STUDENT LAST NAME			
STUDENT NUMBER * (required)		Check all that apply	AM- Period 1 AM- Period 2	PM- Period 3 PM- Period 4	ALL DAY
DATE OF ABSENCE: FROM: MONTH: DAY: YEAR:		DATE OF ABSENCE: TO: MONTH: DAY: YEAR:			
✓ REASON FOR ABSENCE					
SICKNESS		APPOINTMENT (OTHER)			
FAMILY EMERGENCY - Please advise your grade school counsellor or vice principal.		DOCTOR APPOINTMENT			
OTHER REASONS:		FAMILY VACATION Please complete the <u>Extended Absence Vacation</u> form (from the school website under publications.)			
Please note that if the student is absent for an extended amount of time. (four days or more), it is advisable to speak to their counsellor to arrange for a homework file set up for pick up at the reception desk.					
Parent /Guardian Name (Please print) X			Parent Guardian (Signature) X		
Parent /Guardian Phone #: X			Parent/Guardian (Email Address) X		

STEP 2

Students: Please print Teacher's name in the correct block and obtain teacher signature.

BLOCK	SIGNED	PRINT TEACHER'S NAME	BLOCK	SIGNED	PRINT TEACHER'S NAME
<u>DAY 1/ DAY 2</u>					
1-1			2-1		
1-2			2-2		
1-3			2-3		
1-4			2-4		
OTHER			OTHER		
BLOCK	SIGNED	PRINT TEACHER'S NAME	BLOCK	SIGNED	PRINT TEACHER'S NAME
<u>DAY 1A/ DAY 2A</u>					
1-3			2-3		
1-4			2-4		
1-1			2-2		
1-2			2-1		
OTHER			OTHER		

STEP 3: - STUDENTS: Please bring this COMPLETED form to the office to have your attendance updated.