

STUDENT LEAVE OF ABSENCE - 2020-2021

PLEASE READ CAREFULLY BEFORE SIGNING

Student Name Advisory.....

My daughter / son will be absent from class for school days beginning
on..... and ending

The reason for this absence is

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.....
.....

I understand that German law requires all students to be present during the school day and that the school takes a serious attitude towards absence. Absence impedes not only the individual's progress but also the interaction of the class.

I am fully aware that my daughter / son must assume the primary responsibility for keeping up with schoolwork during this period of voluntary absence. It is her/his responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests for students whose absence is due to parental choice.

I further understand that classroom activities such as summative assessments, films, labs, class discussions and speakers cannot be duplicated.

Work missed must be completed according to prior arrangement with the teachers. I will provide any extra support necessary to facilitate the completion of the work. Work not completed on time will receive a zero.

Medical / dental appointments should be scheduled outside school hours whenever possible.

IMPORTANT: Students missing more than 18 days of schooling will not automatically be promoted to the next grade. Their promotion will be discussed with the administration.

Parent / Guardian Signature Date

Excused

Using German law as a guideline, **excused absences** are defined as being recognized by BIS as a valid reason for being out of school. Excused absences are not counted in the total absences on the child's report card. Assessments missed during an excused absence can be made up at an alternate time in consultation with the child's teacher.

Unexcused

Unexcused absences are defined as being recognized by BIS as not having a valid reason for being out of school. Unexcused absences are counted as absences on the child's report card. Assessments missed during unexcused absences might not be offered at another time. Please note that these classifications are for internal BIS use only and do not serve as formal permission/refusal for the child to miss school.

Principal Signature..... Date

Registered with Agora Reception for attendance purposes

**STUDENTS:
PLEASE ASK YOUR TEACHER(S) TO COMPLETE AT THE START OF CLASS**

Subject	Teacher	Work	Due Date	Received by Teacher

Subject teachers: Please keep a record of who has asked for work and notify the MYP Coordinator / DP Coordinator if work has not been complete.