

STUDENT LEAVE OF ABSENCE

Student NameAdvisory.....

PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

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

The reason for this absence is

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 school work 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.

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.

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

Parent / Guardian Signature Date

Principal Signature Date

Excused Unexcused

Agora Office (for attendance record) Date

Students: Please ask your teachers to fill in assignments in the boxes below:

To be given to the subject teacher at the beginning 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.