



# A & L ROYAL ACADEMY HOMESTAY PROGRAM

## NOTIFICATION OF INTENTION TO BE ABSENT FORM

**NOTE: EXTENDED VACATIONS ARE DISCOURAGED DURING THE SCHOOL YEAR**

Name of student: \_\_\_\_\_  
Surname                      First                      Middle

Date(s) of absence: Reason for absence: International students planning to be absent from school due to holidays or school-based events are required to advise each of their subject teachers and must make arrangements to complete all missed work.

The decision to be absent is the responsibility of the student and the biological parent(s)/guardian(s). However, as per the guidelines of A & L Royal Academy, an International student must have approval from the Principal. Students should be aware that extended absences may result in the loss of a course credit.

Students are **required** to consult with the Principal and their teachers **before** the intended absence occurs. Completed forms are to be shown to the Principal to obtain a signature of school approval and then subsequently submitted to the Homestay Program Coordinator.

<b>Period</b>	<b>Subject</b>	<b>Teacher's Signature</b>	<b>Teacher's Comments/Assignments</b>
<b>A - 1</b>			
<b>B - 2</b>			
<b>C - 3</b>			
<b>D - 4</b>			
<b>E - 5</b>			

<b>Student Signature</b>	<b>Date</b>
<b>A &amp; L Royal Academy Principal Signature</b>	<b>Date</b>
<b>A &amp; L Royal Academy Homestay Coordinator Signature</b>	<b>Date</b>
<b>Parent Signature</b>	<b>Date</b>