

# Archbishop Jordan Catholic High School

4001 Emerald Drive, Sherwood Park, Alberta T8H 0P5  
Phone (780) 467-2121 · Fax (780) 467-1390  
Email: [ajh@eics.ab.ca](mailto:ajh@eics.ab.ca) · <https://abj.eics.ab.ca/>



## NOTIFICATION OF EXTENDED ABSENCE FORM

Grade: \_\_\_\_\_

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_ am taking my student out of their classes.  
(please print parent name) (please print student name)

DATES OF ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

**Please contact the appropriate Grade level Administrator to inform them at least 3 weeks prior to dates. Be sure to have your student take this form to their teachers to be filled out.**

Grade 9 - Mr. Greg Lakeman [gregl@eics.ab.ca](mailto:gregl@eics.ab.ca)

Grade 10 - Mrs. Heather Thomson [heathert@eics.ab.ca](mailto:heathert@eics.ab.ca)

Grade 11 – Mrs. Ruth Tymko [ruthb@eics.ab.ca](mailto:ruthb@eics.ab.ca)

Grade 12 – Mr. Joseph Dumont [josephd@eics.ab.ca](mailto:josephd@eics.ab.ca)

COURSE	TEACHER	Teacher Signature and Teacher Notes	Current Mark

A student's attendance is essential for their success, understanding and learning. While it is understood that valuable experiences and life lessons can be gained while traveling, it can be at a cost of essential classroom instruction.

**Please understand that the student will not be permitted back into the classroom, until all above assignments have been completed. The student will be assigned to the Student Success Centre to complete any outstanding Exams, Quizzes, and/or Assignments upon their return if necessary. Please be aware this will take place on their first day back.**

Parent signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Grade level Administrator signature: \_\_\_\_\_

