



SECONDARY STUDENT ABSENCE WORK COMPLETION FORM

Student: _____ Year: _____

Homeroom Teacher: _____ Date of Absence: _____

S/N	Class / Teacher	Work Assigned / Tests / Work Due / To Be Done	Completion Date / Teacher's Signature
1			
2			
3			
4			
5			
6			
7			

Homeroom Teacher to sign when complete: _____

NOTE

1. It is the full responsibility of the student to manage this form.
2. One form per day (or part of day) missed.
3. Student to complete the form at least 3 days before planned absence.
4. Student to complete all work due / catch up on all work done.
5. Student to get each teacher's signature when caught up (maximum 2 days after completion).
6. This form goes together with form QP11/F03 Permission Slip (Secondary)
7. This form will be stored by the Homeroom Teacher (discarded at the end of the academic year).
8. Please refer to the Late Work Policy and Procedures when work might be submitted after deadlines.