



REQUEST FOR MYP STUDENT ABSENCE

Form 1

This form is for parents (page1) and students (page2) to complete when requesting additional days off.

Student Name _____ Grade _____

ABIS is an active learning environment and learning that happens during school cannot be replicated outside of it. Due to the international nature of our community, and the level to which we encourage our students to participate in extracurricular activities, lessons are sometimes missed. The goal is to limit the number of absences to ensure learning is not impacted. ABIS and the Austrian authorities have a serious attitude toward school attendance. As outlined in our Student/Parent Handbook, our absence policy states: "Students missing more than 20 days' schooling will not automatically be promoted to the next grade. Their promotion will be discussed by the administration."

Parents/Guardians: PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

My son/daughter will be absent from classes for _____ days, beginning
on (date)_____ and ending on _____(date).

The reason for this absence is_____.

We understand that ABIS takes a serious attitude towards absence. Absence impacts the academic progress and social development of a student in the learning environment. I am fully aware that my child must assume the primary responsibility for keeping up with schoolwork during this period of voluntary absence. It is their responsibility to notify teachers in advance, and it may not be possible for the faculty to accommodate assignment requests for students whose absence is due to an extended holiday. I further understand that classroom activities such as summative assessments, films, labs, class discussions and speakers cannot be duplicated.

Work missed during the absence must be completed according to prior arrangement with the teachers. If an extension is required, the student must request this prior to the due date.

My child/ children are registered for school lunch

☐ Yes - I would like to deregister them for the duration of our absence.*

☐ No

Signature of parent or guardian: _____ Date _____

When completed, hand in page 1 to the ABIS office. Once Mrs Untersperger has approved the absence request, please ask your child to see their teachers 2 weeks before their scheduled absence.

It is your child's responsibility to make sure that all assignments are completed, even during absences.

Form 2

Student: PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING.

The student will discuss the assignment needs and tasks with each teacher. The student must write his/her understanding of the assignment and have this then signed by the teacher. I understand that ABIS takes a serious attitude towards missing school. Absence can impact my academic and social development with my peers. I am fully aware that I will assume primary responsibility for keeping up with schoolwork during my absence. It is my responsibility to notify teachers in advance, and it may not be possible for teachers to accommodate some assignment needs if I am absent due to an extended holiday before or after a school holiday. I further understand that classroom activities such as summative assessments, films, labs, class discussions and speakers cannot be duplicated. Work missed during the absence must be completed according to the arrangements made with my teachers. If an extension is required, I will request it prior to the due date.

Signature of student: _____ Date _____

Signatures of Homeroom Teacher and MYP Coordinator _____

When complete, hand in to your homeroom teacher. A copy of the document will be made for your records.

| SUBJECT | TEACHER | ASSIGNMENT | DUE DATE | SIGNED BY TEACHER |
|--|---------|------------|----------|----------------------|
| Mathematics (Standard or Extended) | | | | |
| Integrated Sciences | | | | |
| Individuals & Societies | | | | |
| English LL or English Language Acquisition | | | | |
| German LL or German Language Acquisition | | | | |
| Spanish Language Acquisition | | | | |
| Design | | | | |
| Arts- Visual Art or Drama | | | | |

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