



Request for Permission to Miss Academic Time

At St. Margaret's School, each teaching day is important and to help families plan we publish [key dates](#) on our website well in advance. Families are accommodated with vacation time at Winter and Spring Break and are discouraged from requesting additional time for holidays.

Vacations/holiday extensions, non-school organized trips and other absences

Students in grades 7-12, day or boarding, who will be **missing more than one (1) day of school time for vacations, non-school organized trips or other reasons must get permission from the school before they are absent.** Steps to be completed are:

Step 1.

Parents must send a letter or **email to the school** requesting permission for their daughter to miss school and the reason. Students may not leave early unless this procedure has been completed. *We should receive this request at least one week before the planned absence.*

Step 2.

At the same time, the student must complete a "Request for Permission to Miss Academic Time" form and speak with all of her teachers for any classes that will be missed.

Once Step 1 & 2 are complete, students must meet with their respective Principal to discuss its approval.

Step 3.

If approved, the Principal will forward a copy of the form to the student's parents/guardians.

Please note:

- **In our experience, when students miss more than a day of classes it creates a great deal of stress in their lives and, as a result, their grades often suffer.**
- Holiday extension absences are considered as unexcused absences by the Ministry of Education and will be recorded as such on a student's school report.

