I Missed a Test

Parents/Guardians & Students:

Test dates are given out well in advance. As such, students are required to inform me when they know they will be missing an assessment due to field trips, appointments etc. and we will make alternate arrangements.

If the student is unexpectedly absent on the day of the test, their absence must be confirmed with the attendance secretary at the beginning of the day (call 519-836-2170 and follow prompts for attendance) and for those under 18 years of age, I also expect a voicemail (519-836-2170 X 103 521) or an email (James.seguin@wellingtoncdsb.ca) from a parent stating that he or she is aware the student is missing a test. Upon their return, the student will complete this form and discuss with teacher before writing the test.

If applicable, failure to attend class on assessment days for unverifiable, non-legitimate reasons may result in either a mark reduction or a mark of zero.

Sincerely,

James Seguin

Student Name: ………………………………………………

 Test Topic: ………………………………………..

 Date of Test: …………………………………….

 Test Period: ……………………

Period of time absent from school: From:………………………………….. To …………………………….

Reason for absence:

Student signature…………………………………………………….. Date……………………………..

Parent signature……………………………………………………….. Date……………………………….