

# I Missed a Test

Parents/Guardians & Students:

Deadlines and accountability are important out in the workforce and here at school.

With this in mind, test and due dates are given out well in advance. As such, students are expected 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 by a parent. Attendance line is 519-836-2170 and follow prompts for attendance. **Additionally, parents need to let me know they are aware that a test was missed.** This can be done by leaving me a voicemail (519-836-2170 X 103 323) or an email ([christine.hudecki@wellingtoncdsb.ca](mailto:christine.hudecki@wellingtoncdsb.ca)). The student will write the test upon their return. Without a call or email, this form needs to be completed.

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,

Christine Hudecki

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.....