

TEMPORARY EMPLOYMENT CERTIFICATE & EXTENDED ABSENCE PLAN FORM

According to section 111 of Nova Scotia’s Education Act, “every resident of the Province over the age of five years and under the age of sixteen years shall attend school”. Also, as per section 115, “No person shall employ in any work during school hours a child who has not attained the age up to which attendance at school is required by regulations [ages 5 to 16] ...unless an employment certificate authorizing the employment has been issued.”

This form must be completed **at least one week prior** to the extended absence. The student is responsible for any class work missed during their absence and must make arrangements with their teachers to complete the missed work (as outlined below). Once the form has been completed and signed by the teachers, student and parent, it must be **returned** to the main office for final approval by administration prior to the issuing of the certificate. The student will be given a copy of the completed certificate.

STUDENT: _____

HOMEROOM: _____

DATES OF ABSENCE: _____

Reason for application: _____

COURSE	MISSED CLASS WORK (to make up)	REWRITE & ASSIGNMENT EXTENSION DATES	CONTACT PERSON	TEACHER SIGNATURE

Student Signature

Parent Signature

Administration Signature

Date Received