

/HEADSTART -Absence Learning Form



Dear Subject Teachers,

_____ will be participating in **HEADSTART** work experience

from _____ to _____

Please fill out the information below and sign. If **not up-to-date** please explain the reasons.

Subjects missed	Up-to -date (Y/N)	Work set during approved absence	Teacher signature

Learning Leader signature _____

Procedure:

1. Student to see all their teachers to input learning requirements during work experience
2. If a student is not up-to-date in their learning, approval may not be granted
3. Team Leader must sign at least **five days** prior to **HEADSTART** work experience
4. Student must give the Absence Learning Form to MIPs **four days** prior
5. MIPs will send a copy to Head Start who must give approval **three days** prior via an email to MIPs
6. Student must complete all work requirements on the form before they return to school.