

How do you advise Killarney of a student absence?

1. [DAILY ASSESSMENT CHECKLIST](#) - Make sure that the parent has checked the student's health using this checklist.
2. KILLARNEY ABSENCE REPORTING EMAIL - klrnabsences@vsb.bc.ca In order to serve you better, we have changed the online form to an email format. Please include the following information in your email:

FULL STUDENT NAME (First and Last Name)

STUDENT # & GRADE

DAYS OF ABSENCE (If more than 3, please use the "[Extended Absence Form](#)") Notices of family vacation or absences requiring longer time periods.

REASON OF ABSENCE

SUBJECT(s) & TEACHER(s) & BLOCK(s) (Optional)

3. [EMAIL THE TEACHER\(S\)](#) – CC the teachers who are affected by the absence email above - the student must inform their current teachers of their absence to obtain their homework and assignments.
4. [PREPARE AN ABSENCE NOTE](#) – If you were unable to send an email to the office or the teacher, parents are asked to use our form to prepare a note for the teachers to sign *when the student returns to school*.