

### APPLICATION FOR AN EXCUSED ABSENCE

This application form is used to request to be excused from attendance and/or participation at one or more face-to-face components of the CPLED Program, other than a competency evaluation. Please read and follow the attached instructions to avoid delay or rejection of your application.

Student Information	
Last Name	First Name
Email	Phone
Request	
I request to be excused from the following portion(s) of the face-to-face modules held on the date(s) listed below:	
Reason for Absence	Supporting Documentation
I request to be excused for the following reasons: <input type="checkbox"/> Illness/Medical Condition <input type="checkbox"/> Religious Conviction <input type="checkbox"/> Domestic Affliction/Bereavement <input type="checkbox"/> Other circumstance, namely:	I am providing the following documentation in support: <input type="checkbox"/> Medical documentation <input type="checkbox"/> Letter from my religious organization <input type="checkbox"/> Death certificate, accident report, or similar evidence <input type="checkbox"/> Other (specified below) <input type="checkbox"/> None  The above documentation is: <input type="checkbox"/> Attached <input type="checkbox"/> To follow
Additional Information (attach a separate sheet if required):	

I confirm that I have read and understood the instructions and requirements of this form and that all the information and documentation provided in support of this application are accurate and true. Further, I authorize the Legal Education Society of Alberta and the Law Society of Alberta to contact those who have provided documentation submitted in support of this application, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature	Date [YYYY-MM-DD]
Decision (Office Use Only)	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied
Conditions, if any:	Reasons for Decision <input type="checkbox"/> Substantial portion of the face-to-face content and/or competency evaluation – student must complete <i>Application for a Deferral</i> <input type="checkbox"/> Request relates to travel plans or work-related conflicts <input type="checkbox"/> Other
Other Comments (attach a separate sheet if required):	
Director Signature	Date

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR AN EXCUSED ABSENCE

*Please read and follow these instructions to avoid delay or rejection of your application.*

### General Information

1. **Mandatory Attendance.** Attendance at face-to-face CPLED sessions is mandatory for all students. Successful completion of the CPLED Program requires attendance and participation (Rule 60(2)(a)). Students are expected to be available for the entirety of a face-to-face session.
2. **Application for an Excused Absence.** An application to be excused from the requirement of attendance and participation is to be made and addressed in accordance with the Articling Handbook (Rule 62). If a student requests to be excused from the requirement of attendance and participation, he or she may apply to the Director of CPLED Alberta. Absences may only be excused with the approval of the Director, with or without conditions (Articling Handbook).
3. **Missing a Substantial Portion and/or Competency Evaluation.** If the student would miss a substantial portion of a face-to-face session, or would miss the competency evaluation, the student must instead complete an *Application for a Deferral* form.
4. **Documentation.** If the student has supporting documentation to include, that documentation must be provided within seven days of the student's application.
5. **Belated Requests for an Excused Absence.** A belated request for an excused absence is made where a student unexpectedly misses a material portion of a face-to-face component of the CPLED Program (i.e. late arrival).
6. **Decision.** The Director may grant an excused absence, with or without conditions (Articling Handbook). Where no application is received, or where the request is denied, the Director may indicate by notation on the Statement of Grades that a student did not attend and participate as required by Rule 60(2)(a). The Legal Education Society of Alberta will notify a student of the Director's decision by email within 10 business days of receipt of all supporting documentation.

### Instructions for Completing an Application for an Excused Absence

1. Complete the application in full.
  - (a) **Student Information.** Complete the Student Information section, including an email and phone number at which to contact you if further particulars are required. For official correspondence, the Legal Education Society of Alberta uses the current contact information on file. If your contact information has changed, please contact the Legal Education Society of Alberta's Student Coordinator as soon as possible.
  - (b) **Request.** Identify the specific dates and times of the requested absence. If the contemplated absence would result in the student missing:
    - (i) a substantial portion of a face-to-face session, or
    - (ii) a competency evaluation,the request will be denied and the student will be advised to complete an *Application for a Deferral* form.
  - (c) **Reason for Absence.** Please identify the reason for your request to be excused from attendance. Travel plans and work-related conflicts are not valid reasons for a request.
  - (d) **Signature.** Please sign the application either digitally or in writing to confirm that you have read and understood the instructions and requirements of the form and that all the information and documentation provided in support of the application is accurate and true. By signing this form, you are also authorizing the Legal Education Society of Alberta and the Law Society of Alberta to contact those who have provided documentation submitted in support of the application, including but not limited to medical documentation, for purposes of verifying authenticity.
2. Submit the application form and supporting documentation to the Legal Education Society of Alberta, Attn: Student Coordinator at 2610, 10104-103 Avenue, Edmonton, Alberta, T5J 0H8 or by email to [craig.edhart@lesa.org](mailto:craig.edhart@lesa.org).