DURHAM CATHOLIC DISTRICT SCHOOL BOARD

TEMPORARY EXCUSAL OF ATTENDANCE

Student Name: _____ School: _____ Grade: _____

OEN #: _____ Student Address: _____

D.O.B.: (dd/mm/yy) _____ Age: _____

Parent/Guardian: _____ **Parent/Guardian**: _____

Home Phone #: _____ Home Phone #: _____

Work/cell phone #: _____ Work/cell phone #: _____

Teacher(s): _____

Student Withdrawal Date: _____ Student Return Date: _____

Total Number of School Days Missed: _____

We, the parent(s)/legal guardian(s) of the above student, hereby request that my child be temporarily excused from school for the above-stated period of time (pursuant to Ontario Regulation 298 of the Education Act, Section 23 (3)). I/We take full responsibility for the student's absence from school and for any work or tests missed during the period of absence**.** I/We have been made aware that regular school attendance is linked to school success and am/are aware of the potential risks associated with prolonged absences from school.

For absences between seven to fourteen consecutive days: I/We understand that the school is encouraged to, but not required to provide alternative programming during this period of time and that the student will be marked as "G" in the Daily Student Attendance Register.

For absences beyond fifteen consecutive days: I/We understand that the student will be removed from the Enrolment Register. I/We will re-register the student upon their return as indicated above.

Note: In exceptional circumstances only, at the Principal's discretion, a program of study may be provided for absences beyond fifteen consecutive days. If the school provides a program of study, the student may remain on the school's enrolment register and will be marked as "G" in the Daily Student Attendance Register.

☐ A program of study has been attached

I/We understand that the student must return to school on the date indicated above or the matter will be referred to the Attendance Counsellor.

_____ _____

Date Parent/Guardian(s) Signature

_____ _____

Date Principal's Signature

Information Collection Authorization: This information is collected pursuant to the Board's education responsibilities as set out in the Education Act and its regulations. The information is collected for education purposes and is within guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989. This information will become part of the Ontario Student Record. Any questions with respect to this information should be directed to the Principal of the School. Users: Supervisory Officers, Principals, Teachers, Attendance Counsellors and Chief Attendance Officer.

Revised Oct 2013 Distribution: ❑ Original: O.S.R. ❑ Copy: Chief Attendance Officer ❑ Copy: Parent