



PROCEDURE

SO117

Parent/Guardian Request for Temporary Excuse from Attendance at School

Board Received: November 25, 2019 Review Date: January 2024

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Parent/guardian requests in writing
– Accurate records of excused students are evident in OSRs

Procedures

Requests from parents/guardians to excuse pupils from school temporarily for more than 15 consecutive days must be received in writing using the Request for Temporary Absence Form. Whenever possible, the parent/guardian should provide notification of intention to withdraw the student at least one week in advance of the period of absence.

1. If the request is approved, school personnel will collaborate with parent/guardian to develop a study plan for the student's use during their absence. A referral to the Attendance Counsellor is not required.
2. Because excusing a pupil from attendance at school in response to parent/guardian request represents a discretionary exercise of power, and because the parental request must be in writing, principals must respond in writing using the Request for Temporary Absence form.
3. The written response of the principal must contain a clear statement as to the decision in response to the parent/guardian request.
4. Pupils will not be excused to work at parent/guardian request.
5. The written response of the principal should contain a clear statement which confirms the importance of attendance at school and/or acknowledges the possible detrimental effect on student achievement as a result of absence. (A form suitable for the purposes of items #1 through 4 is attached as Appendix A.)
6. The request of the parent/guardian, the principal's response and the study plan must be filed in the Ontario Student Record (O.S.R.) folder.
7. In the event the principal's response to the parent/guardian request is positive, the Register of Daily Attendance should record the student's absence as "G" in accordance with the "General Absence" section of the instructions which accompany the Register of Daily Attendance.
8. In the event the principal denies the parent/guardian request and the student is absent nevertheless, the Register of Daily Attendance should record the student's absence as "A". If the pupil is absent for 15 consecutive school days, follow the procedures required for prolonged absence
9. If the pupil does not return to school on the date specified in the letter, mark their absence with an "A." If the pupil is absent for 15 consecutive school days, follow the procedures required for prolonged absence.



GRAND ERIE DISTRICT SCHOOL BOARD

REQUEST FOR TEMPORARY ABSENCE

A. STUDENT INFORMATION:

Student Name: Surname, Give names DOB: mm/dd/yy
 School: _____ Grade: _____
 Address: _____
 Parent/Guardian: _____
 Telephone: _____

B. REQUEST:

Date of Absence: From mm/dd/yy To: mm/dd/yy
 Reason for absence: _____

We, the undersigned:

- request that our child be excused from school temporarily in accordance with Regulation 298 S.23(3)
- realize that the school may or may not give permission for the absence;
- accept the responsibility for any lack of school progress or failure that may result from the absence;
- acknowledge that absence from school may be detrimental to the educational progress and achievement of the student;
- realize that school work, assignments or tests missed during such absence may restrict the educator's ability to fully evaluate a student's performance.

 Parent/Guardian Signature

 Student Signature (secondary only)

C. PRINCIPAL'S RESPONSE:

I, the undersigned;

acknowledge receipt of your request to temporarily excuse your child from attendance at school for the specified period

AND

give permission for your child to be temporarily excused from attendance at school for the specified period; provided the attached required program of study components are completed and submitted upon return from or throughout the temporary absence period

Courses(s) where applicable: _____

OR

do not give permission for your child to be temporarily excused from attendance at school for the specified period.

Principal Signature

Date:

Distribution:

Original -- O.S.R.

Copy -- Parent/ Teacher(s)