



# PROCEDURE

# SO-040

## PARENT/CAREGIVER OR ADULT STUDENT REQUEST FOR TEMPORARY EXCUSAL FROM ATTENDANCE AT SCHOOL FOR MORE THAN 15 CONSECUTIVE DAYS

<b>Superintendent Responsible:</b> Superintendent of Education, Specialized Services	<b>Initial Effective Date:</b> 2019/11/15
<b>Last Updated:</b> 2024/02/15	<b>Next Review Date:</b> 2027/02/15

### Purpose:

To provide a process for a parent/caregiver or adult student to make requests for a student’s temporary excusal from attendance at school for more than 15 consecutive days.

### Guiding Principles:

Requests from parent(s)/caregiver(s) or an adult student will be received in writing using the Request for Temporary Absence Form (Appendix A). Whenever possible, the parent/caregiver or adult student should provide notification of the absence at least one week in advance of the period of absence.

- If the request is approved, school personnel will collaborate with the parent/caregiver or adult student to develop a study plan for the student’s use during their absence.
- Because excusing a student from attendance at school in response to parent/caregiver or adult student request represents a discretionary exercise of power, and because the parental/caregiver or adult student request will be in writing, the Principal will respond in writing using the Request for Temporary Absence form (Appendix A).
- The written response of the Principal will contain a clear statement as to the decision in response to the parent/caregiver or adult student request.
- Students will not be excused to work at parent/caregiver or adult student request.
- 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. (Appendix A).
- The request of the parent/caregiver or adult student, the Principal's response, and the study plan will be filed in the Ontario Student Record (O.S.R.) folder.
- If the Principal approves the temporary absence request, the Register of Daily Attendance will record the student's absence as "G" in accordance with the "General Absence" section of the instructions which accompany the Register of Daily Attendance.
- In the event the Principal denies the parent/caregiver or adult student request and the student is absent nevertheless, the Register of Daily Attendance will record the student’s absence as “A”.
- If the student does not return to school on the date specified in the letter for which excusal has been approved, the absence is recorded with an “A.” If the student is absent for 15 consecutive school days, follow the procedures required for prolonged absence (*Pupil’s Return from Absence Procedure (SO-042)*).

### Reference(s):

- Pupil’s Return from Absence Procedure (SO-042)
- [Regulation 298 S.23\(3\), The Education Act](#)

Grand Erie District School Board

Request for Temporary Absence for More than 15 Consecutive Days

A. Student Information

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Caregiver: \_\_\_\_\_

Telephone: \_\_\_\_\_

B. Request

Date of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

We, the undersigned:

- Request that Name: \_\_\_\_\_ be excused from school temporarily in accordance with [Regulation 298 S.23\(3\)](#) of the Ontario Education Act.
- Realize that the Principal 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 the school work, assignments, or tests missed during such an absence may restrict the educator's ability to fully evaluate a student's performance.

\_\_\_\_\_  
Parent/Caregiver or Adult Student Signature

\_\_\_\_\_  
Student Signature (secondary only)

C. Principal's Response

I, the undersigned;

- o acknowledge receipt of the request to temporarily excuse Name: \_\_\_\_\_ from attendance at school for the specified period.

And

- o give permission for Name: \_\_\_\_\_ 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

Course(s) where applicable: \_\_\_\_\_

Or

- o do not give permission for Name: \_\_\_\_\_ to be temporarily excused from attendance at school for the specified period

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Distribution:

Original – O.S.R.

Copy – Parent/Caregiver or Adult Student  
Educator