# FS-23-TW TEMPORARY STUDENT WITHDRAWAL FOR 6-15 DAYS PARENT/LEGAL GUARDIAN REQUEST 

## When a student will be away for 6-15 consecutive days.

A new form must be completed each school year AFTER a student has attended in person.

School: $\qquad$ Grade: $\qquad$ Home Room: $\qquad$
Student Name: $\qquad$ OEN \# $\qquad$
Last Date in Attendance (DD/MM/YY): $\qquad$
Student Return Date: $\qquad$
Total Number of School Days Missed: $\qquad$
Family Contact Information (during period of absence): $\qquad$
Reason for Absence: $\qquad$


#### Abstract

I , the parent/legal guardian of the above student, request that my child be excused from school for the above period as per Regulation 298 of the Education Act, Section 23 (3). I understand regular school attendance is important for student success and take full responsibility for the student's absence from school and any missed work/tests during the period of absence.

I understand the school is not required to provide alternative programming. If the student does not return by the $15^{\text {th }}$ day of consecutive absences, I understand they will be removed from the enrolment register effective their first day of non-attendance.


Parent/Legal Guardian Signature: $\qquad$ Date: $\qquad$
Principal or Delegate's Signature: $\qquad$ Date: $\qquad$

If a student is absent for 5 days or less, mark as " $A$ - vacation" or " $A$ - parent approved" as per information provided by the parent/legal guardian.

## Office attendance instructions for students away for 6-15 days who have completed this form:

Mark as "G - temporary withdrawal" until the return date. If the student does not return after 15 consecutive absences, demit to the first day of non-attendance.

Original: Principal (retain for current year +2 )
Copy: Social Worker (for compulsory school aged students absent 15 consecutive days or more who have not returned on the "Student Return Date" or for retirement notification purposes only)

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[^0]:    Notice of Collection: Personal information contained on this form is collected under the authority of the current Education Act of the Province of Ontario, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. It will be securely stored and used for registration, administrative, communication, educational and reporting purposes. Questions about the Ontario Student Record should be directed to the school Principal. Questions about this notice of collection should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board, Education Centre, 51 Ardelt Avenue, Kitchener, ON N2C 2R5 or privacy@wrdsb.ca

