

**TEMPORARY STUDENT WITHDRAWAL ON SHORT-TERM BASIS
PARENT/LEGAL GUARDIAN REQUEST**

This form is to be used for absences of: *(please check the appropriate box)*

- 5 consecutive school days to a maximum of 14 consecutive school days
- 15 or more consecutive school days

SCHOOL: _____ O.E.N. #: _____

STUDENT NAME: _____ GRADE: _____

STUDENT WITHDRAWAL DATE: _____

STUDENT RETURN DATE: _____

TEACHER'S NAME: _____

EMERGENCY LOCAL CONTACT *(name and phone #)*: _____

FAMILY CONTACT NUMBER/LOCATION *(during period of absence)*:

REASON FOR ABSENCE:

I/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.

For absences up to and including fifteen consecutive days: I/We understand that the school is not responsible for providing alternative programming during this period of time and that the student will be marked as "G" in the Daily Student Register.

For absences beyond fifteen consecutive days: I/We understand that the student will be removed from the Daily Student 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 register and will be marked as "G" in the Daily Student Register.

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

Date Parent/Legal Guardian Signature(s)

Principal's Comments *(if applicable)*: _____

Date Principal Signature

Original: Principal *(retain for current year +1)*
Copy: Social Worker *(only 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)*

March 2007