



FS-20-X TEMPORARY STUDENT WITHDRAWAL ON SHORT-TERM BASIS PARENT/LEGAL GUARDIAN REQUEST

A new form must be completed each school year AFTER a student has attended and been activated in the Student Information System.

School: _____ Grade: _____ Home Room: _____

Student Name: _____ OEN # _____

Name of Parent/Guardian completing form (please print): _____

Last Date in Attendance (DD/MM/YY): _____ Student Return Date to School: _____

Total Number of School Days Missed: _____

Family Contact Information (during period of absence): _____

Reason for Absence: _____

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

I understand the school is not required to provide alternative programming. If the Principal does not provide a program of study, and the absence exceeds 15 consecutive school days, my child will be removed from the Student Register. If my child does not return on the day indicated on this form, I understand that they will be marked absent and the school will follow standard attendance practices.

Note: 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” for attendance. The student must return to school on the date indicated above or the student will be removed from the Student Register.

A Program of Study has been provided

Parent/Legal Guardian Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

Attendance instructions: Complete for students who will be away for 5 or more days. Mark “G” until the return date **only if** a program of study is provided. If the student does not return on the date specified on the form, demit to the first day of absence. If no program of study is provided, use “G” only if the student is away for less than 15 days. If no program of study is provided and the student will be away for more than 15 days, demit the student on the first day of absence. Please reference “Referral Table for FS-20-X – Temporary Withdrawal” if you have questions.

Original: Office (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)

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 Ardel Avenue, Kitchener, ON N2C 2R5 or privacy@wrdsb.ca



PROGRAM OF STUDY FOR A TEMPORARY EXCUSAL OF ATTENDANCE

Student Name: _____

Last Date of Attendance: _____ Student Return Date: _____

Teacher: _____ Subject/Course Code: _____

Assignment:

Teacher: _____ Subject/Course Code: _____

Assignment:

Teacher: _____ Subject/Course Code: _____

Assignment:

Teacher: _____ Subject/Course Code: _____

Assignment:
