



**FS-23-PS PROGRAM OF STUDY - ABSENCES OF 16 OR MORE DAYS
PARENT/LEGAL GUARDIAN REQUEST**

When a student will be away for more than 15 consecutive days.

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

School: _____ Grade: _____ Home Room: _____

Student Name: _____ OEN # _____

Last Date in Attendance (DD/MM/YY): _____

Student Return Date: _____

Total Number of School Days Missed: _____

Family Contact Information (during period of absence): _____

Reason for Absence: _____

I request my student 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. A program of study is intended as a temporary measure and there is an expectation that the student will return to school to complete all courses.

If no program of study is provided, and the student does not return by the 15th 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: _____ Date: _____

To Be Completed by the School:

A program of study has been provided that will help fulfill curricular expectations during the time away.

Principal's Signature: _____ Date: _____

Office instructions if a program of study has been assigned:

Mark as "G – program of study" until the return date. If the student does not return on the date indicated, begin to record attendance with an "A". If the student is away for 15 consecutive days following the date indicated on this form, demit from the enrolment register the day following the indicated return date.

Office instructions if a program of study has not been assigned:

Mark as "A – vacation/parent approved". Demit back to the first day of non-attendance if the student has not returned by day 16.

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)



PROGRAM OF STUDY

A temporary measure to provide work missed while the pupil is away. The student is expected to return to school to complete the course/grade.

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:
