

## 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:	<del></del>	
Family Contact Information (during period of absence):		
Reason for Absence:		
I request my student be excused from school for the above Section 23 (3). I understand regular school attendance is im responsibility for the student's absence from school and any <i>I understand the school is not required to provide alternati</i> a temporary measure and there is an expectation that the substitution of study is provided, and the student does not understand they will be removed from the enrolment regis	nportant for student suc y missed work/tests dur ive programming. A pro tudent will return to sch t return by the 15 <sup>th</sup> day	cess and take full ing the period of absence. gram of study is intended as nool to complete all courses. of consecutive absences, I
Parent/Legal Guardian Signature:		•
To Be Completed by the School:		
A program of study has been provided that will help	o fulfill curricular expecta	ations 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 <u>has not</u> 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)

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





## **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:		
	Student Return Date:	
Teacher:	Subject/Course Code:	
Assignment:		
Teacher:	Subject/Course Code:	
Assignment:		
		<u></u>
Teacher:	Subject/Course Code:	
Assignment:	Subject, course coue.	
	Subject/Course Code:	
Assignment:		