



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: _____ 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, 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 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: _____

Principal or Delegate’s Signature: _____ Date: _____

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)