



## PROCEDURE

SO117

### Parental Request for Temporary Excuse from Attendance at School

Board Received: November 23, 2015 Review Date: December 2019

#### Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Parental requests in writing  
– Accurate records of excused students are evident in OSRs

#### Procedures:

1. Requests from parents to excuse pupils from school temporarily for more than 15 consecutive days must be received in writing using the Request for Temporary Absence Form. If the request is approved, school personnel will collaborate with parents to develop a study plan for the student's use during his/her absence.
2. Because excusing a pupil from attendance at school in response to parental request represents a discretionary exercise of power, and because the parental request must be in writing, principals must respond in writing using the Request for Temporary Absence form.
3. The written response of the principal must contain a clear statement as to the decision in response to the parental request.
4. Pupils will not be excused to work at parents' request.
5. The written response of the principal should contain a clear statement which confirms the importance of attendance at school and/or acknowledges the possible detrimental effect on student achievement as a result of absence. (A form suitable for the purposes of items #1 through 4 is attached as Appendix A.)
6. The request of the parent, the principal's response and the study plan must be filed in the Ontario Student Record (O.S.R.) folder.
7. In the event the principal's response to the parent's request is positive, the Register of Daily Attendance should record the student's absence as "G" in accordance with the "General Absence" section of the instructions which accompany the Register of Daily Attendance.
8. In the event the principal denies the parent's request and the student is absent nevertheless, the Register of Daily Attendance should record the student's absence as "A", the absence should be considered to be "truancy", and reported to the appropriate Attendance Counsellor.



GRAND ERIE DISTRICT SCHOOL BOARD

Appendix A

REQUEST FOR TEMPORARY ABSENCE

A. STUDENT INFORMATION:

\_\_\_\_\_ D.O.B. \_\_\_\_\_ School: \_\_\_\_\_  
 Surname Given name yy/mm/dd Grade: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Address (Street/Lot/Con./Town/Postal Code) \_\_\_\_\_  
 Parent/Guardian (Mr./Mrs./Ms./Miss/Mr. & Mrs.) \_\_\_\_\_

B. REQUEST:

Dates of absence: from \_\_\_\_\_ to \_\_\_\_\_

Reason for absence: \_\_\_\_\_

We, the undersigned:

- a) request that our child be excused from school temporarily in accordance with Regulation 298 S.23(3)
- b) realize that the school may or may not give permission for the absence;
- c) accept the responsibility for any lack of school progress or failure that may result from the absence;
- d) acknowledge that absence from school may be detrimental to the educational progress and achievement of the student;
- e) realize that school work, assignments or tests missed during such absence may restrict the school's ability to fully evaluate a student's performance.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Student's Signature (secondary only)

**C. PRINCIPAL'S RESPONSE:**

I, the undersigned;

acknowledge receipt of your request to temporarily excuse your child from attendance at school for the specified period

**AND**

give permission for your child to be temporarily excused from attendance at school for the specified period; provided the attached required program of study components are completed and submitted upon return from the temporary absence

**OR**

do not give permission for your child to be temporarily excused from attendance at school for the specified period.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Distribution: Original -- O.S.R. Copy -- Parent/ Teacher(s)

*This form is retained in the student's OSR under the Ontario Archives and Recordkeeping Act, 2006 S.O. 2006, Chapter 34, Schedule A, for the current school year and the following school year.*