



# PROCEDURE

# SO-040

## PARENT(S)/CAREGIVER(S) REQUEST FOR TEMPORARY EXCUSE FROM ATTENDANCE AT SCHOOL

<b>Superintendent Responsible:</b> Superintendent of Education, Specialized Services	<b>Initial Effective Date:</b> 2019/11/25
<b>Last Updated:</b> 2019/11/25	<b>Next Review Date:</b> 2023/12/04

### Purpose

To provide a process for parent(s)/caregiver(s) requests for a student's temporary excuse from attendance at school.

### Guiding Principles

Requests from parent(s)/caregiver(s) to excuse their child(ren) from school temporarily for more than 15 consecutive days will be received in writing using the Request for Temporary Absence Form (Appendix A). Whenever possible, the parent/caregiver should provide notification of intention to withdraw the student at least one week in advance of the period of absence.

- 1.0 If the request is approved, school personnel will collaborate with parent(s)/caregiver(s) to develop a study plan for the student's use during their absence. A referral to the Attendance Counsellor is not required.
- 2.0 Because excusing a student from attendance at school in response to parent(s)/caregiver(s) request represents a discretionary exercise of power, and because the parent(s)/caregiver(s) request will be in writing, Administrator(s) will respond in writing using the Request for Temporary Absence form (Appendix A).
- 3.0 The written response of the Administrator(s) will contain a clear statement as to the decision in response to the parent(s)/caregiver(s) request.
- 4.0 Students will not be excused to work at parent(s)/caregiver(s) request.
- 5.0 The written response of the Administrator(s) 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 1.0 – 4.0 is attached as Appendix A.)
- 6.0 The request of the parent(s)/caregiver(s), the Administrator(s)'s response, and the study plan will be filed in the Ontario Student Record (O.S.R.) folder.
- 7.0 In the event the Administrator(s)'s response to the parent(s)/caregiver(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.
- 8.0 In the event the Administrator(s) denies the parent/caregiver request and the student is absent nevertheless, the Register of Daily Attendance should record the student's absence

as "A". If the pupil is absent for 15 consecutive school days, follow the procedures required for prolonged absence (*Pupil's Return from Absence Procedure (SO-042)*).

9.0 If the student does not return to school on the date specified in the letter, mark their absence with an "A." If the student is absent for 15 consecutive school days, follow the procedures required for prolonged absence (*Pupil's Return from Absence Procedure (SO-042)*).

**Reference(s):**

- Pupil's Return from Absence Procedure (SO-042)
- [Regulation 298 S.23\(3\), The Education Act](#)

Grand Erie District School Board

Request for Temporary Absence

A. Student Information

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Caregiver: \_\_\_\_\_

Telephone: \_\_\_\_\_

B. Request

Date of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

We, the undersigned:

- Request that our child be excused from school temporarily in accordance with [Regulation 298 S.23\(3\)](#) of the Ontario Education Act
- Realize that the school may or may not give permission for the absence
- Accept the responsibility for any lack of school progress or failure that may result from the absence
- Acknowledge that absence from school may be detrimental to the educational progress and achievement of the student
- Realize that the school work, assignments, or tests missed during such an absence may restrict the educator's ability to fully evaluate a student's performance

\_\_\_\_\_  
Parent/Caregiver Signature

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

C. Administrator(s)'s Response

I, the undersigned;

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

And

- o 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 or throughout the temporary absence period

Course(s) where applicable: \_\_\_\_\_

Or

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

\_\_\_\_\_  
Administrator(s) Signature

\_\_\_\_\_  
Date

Distribution:

- Original – O.S.R.
- Copy – Parent/Caregiver
- Educator