

## Simcoe Muskoka Catholic District School Board Compulsory School Attendance and Procedures

*ATND 8 - Request for Temporary Excusal*

### Request for Temporary Excusal

This form is to be used by a parent/guardian (or student 18 years of age or older) requesting the temporary excusal of student due to reasons such as a vacation. It is not to be used for medical reasons – a medical note must be provided for those absences.

**Please Note:**

The number of school days that the student will miss **MUST NOT** exceed 15 days unless the principal has agreed to provide a program of studies. If the absence is to exceed 15 days and there is no program of studies provided then the student must be removed from the school register and re-enrolled when he/she returns.

Secondary school exams are scheduled and published well ahead of the school year. Parents are asked not to schedule vacations during this time as exams will **NOT** be rescheduled.

<b>Name of Student:</b>	<b>Date of Birth:</b>	
<b>Home School:</b>	<b>School Contact:</b>	
<b>Dates Absent:</b>	<b>Total Number of School Days:</b>	
<b>Reason for Absence:</b>		
<b>Reference:</b> <i>Education Act, Regulation 298 subsection 23(3):</i> “A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or where the pupil is an adult.”		
<b>Name of Parent/Guardian: (Please Print)</b>	<b>Signature:</b>	<b>Date:</b>
<b>Temporary Excusal Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Name of Principal: (Please Print)</b>	<b>Signature:</b>	<b>Date:</b>

**Please forward a copy of completed form to the Attendance Counsellor.  
A copy should be filed in the student’s OSR and the Prolonged Absence Binder.**