



# Northeastern Catholic District School Board

Catholic Education Makes the Difference

383 Birch St. North, Timmins ON P4N 6E8 (705)268-7443 or (877)422-9322 Fax (705)267-3590 [www.ncdsb.on.ca](http://www.ncdsb.on.ca)

## REQUEST FOR TEMPORARY EXCUSAL

This form is to be used by a parent/guardian/adult student to request the temporary excusal of a student from attendance at school for a duration of **at least 3** consecutive school days. This request can be used for reasons such as a vacation or family obligation, but it is not to be used for any medical reasons.

- A student may only be granted an excusal for a specified amount of time – the time frame must be explicitly stated on this form. Absence beyond the time frame specified will not be excused.
- Temporary excusals require the principal to assign a program of study to ensure the student can fulfill curricular expectations during the period of absence. This program must be described on this form.
- Secondary school exams are scheduled and published well ahead of the school year. Exam times will not be changed to accommodate temporary excusals.

<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 Missed</b>	
<b>Reason for Absence</b>			
<i>I request permission that my child/I be temporarily excused from school for the above-stated period of time (pursuant to Ontario Regulation 298 of the Education Act, Subsection 23(3)). I take full responsibility for the student's/my absence from school and for any work or tests missed during the period of absence. I have been made aware that regular school attendance is linked to school success and am aware of the potential risks associated with prolonged absences from school.</i>			
<b>Name of Parent/Guardian/Adult Student</b>		<b>Signature</b>	<b>Date</b>
<b>Name of Principal</b>		<b>Signature</b>	<b>Date</b>
<b>Temporary Excusal Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Description of Program of Study:</b>			

**A copy of this form must be filed in the student's Ontario Student Record (OSR).**