



# SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY ON, P3C 5E7 TEL. (705) 673-5620 FAX. (705) 673-8899

SE20b  
OSR FILE &  
Audit File  
Sept 2016  
Colour - white

## PROLONGED ABSENCE FORM

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

Effective Date: \_\_\_\_\_

Attendance Counsellor: \_\_\_\_\_

Student: \_\_\_\_\_ OEN: \_\_\_\_\_

The above mentioned student has been absent for 15 consecutive instructional school days.

### To be completed by school:

### Date

- 1. Calls Home
- 2. Attendance Letter sent
- 3. Attendance Counsellor referral
- 4. Other (specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C Code entered into Maplewood

Distribution:     OSR     Audit Folder     Attendance Counsellor

Signed

\_\_\_\_\_  
Principal

### To be completed by attendance counsellor:

- Retain on Register                       Active File 16-30 days     Active File 46-60 days
- Remove from Register                     Active File 31-46 days

\_\_\_\_\_  
Attendance Counsellor

Note: Under the Authority of the Education Act and in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**, the information provided on this form will be used solely for recording and administrative purposes and for use in the O.S.R. Please direct any inquiries to the Board's Freedom of Information Coordinator at (705) 673-5620.