



**SUDBURY
CATHOLIC
DISTRICT
SCHOOL BOARD**

SE 20 C

165A D'Youville Street, Sudbury ON P3C 5E7
(705)673-5620 Fax (705)673-8899
www.sudburycatholicschools.ca

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 a student due to reason 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 school must provide a program of study for pupils who have been excused, especially if the pupil will be absent for more than 15 consecutive school days. 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.

Name of Student:		Date of Birth:	
Home School:		School Phone Number:	
Please indicate the following information:		This form is to be used for absences of:	
Student Withdrawal Date:		<input type="checkbox"/> 5 consecutive school days to a maximum of 14 consecutive school days	
Student Return Date:		<input type="checkbox"/> 15 or more consecutive school days	
Reason for Absence:			
Reference: Education Act, Regulation 298 subsection 23(3): "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 the pupil where the pupil is 18 years of age or older."			
Name of Parent/Guardian	Signature	Date	
Name of Principal	Signature	Date	
Temporary Excusal Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Program of study has been provided.			

Please forward a copy of the completed form to the Attendance Counsellor. A copy must also be filed in the student's Ontario Student Record (OSR) and the Audit File