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## EXTENDED ABSENCE PROCEDURE

Dear Parents:

Please be advised of the following procedures when withdrawing your child(ren) from school for an extended period to time:

- 1) *Complete the form below indicating the expected dates of absence.*
- 2) ***If absence is 30 days or more, contact with the school MUST be made on the 30<sup>th</sup> day of absence and 15 days after via phone call, email or fax. Your child will be removed from the register if the parent/guardian does not contact the school within each 15 days after the initial 30 days of extended vacation.***
- 3) *Given the current accommodation issues in the Board and the Ministry of Education's requirements for class size caps, **parents/guardians may expect their children to attend school at an alternate location that can accommodate them upon their return.***
- 4) *Understand that certain subject area/strands may not be reportable.*
- 5) *Grades may be unavailable on the next report.*
- 6) *The teacher may provide practice work only. There will be no assessment/evaluation on the practice work.*
- 7) ***We cannot guarantee that your child will be placed in the same class upon your return.***

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

Name of Teacher: \_\_\_\_\_

Name of Visiting Country: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Return Date to Cedarwood: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian (signature)