



MEMORANDUM of ATTENDANCE UPDATE

From:
Attendance Counsellor

To:

Date:

Student: _____ DOB: _____

School: _____ Grade: _____

This student:

☐ Is a SAL student and should remain on your register as SAL. (SAL start date: _____)

☐ Registered at PACE or Section 23, please remove from your register.
(Retirement/Transfer date: _____)

☐ Is in custody at _____, please remove from your register.
(Retirement/Transfer date: _____)

☐ Is being home schooled as per section 21(2a) of the Ed Act, please remove from your register.
(Retirement/Transfer date: _____)

☐ The above named student's file is inactive and the student has been absent more than 15 consecutive days, please remove from your register (see comments).
(Retirement/Transfer date: _____)

☐ The above named student's file is still active and I am aware that the student has been absent more than 15 consecutive days. At this time my recommendation is for the student to remain on the register (see comments).

Comments:

Yours truly,

Attendance Counsellor

cc: Office Manager, Guidance Office, Vice Principal(s), Exec. Assistant to SO, Superintendent of Schools