



PROLONGED ABSENCE FORM

(Reference: Student Register)

***This form is used as of the 15th day of CONSECUTIVE ABSENTEEISM
(Must be filled out on the 16th day and signed by Principal)***

It is the school's responsibility to contact the parent, guardian or adult pupil in order to determine why the pupil has not been in attendance. All contacts and documentation are to be retained in the same location as the registers. The removal of a pupil's name from the register does not negate the obligations required under the *Education Act* for compulsory attendance. This original document is to be placed in the OSR and a copy with the student register files.

Date: _____

Student Information:

Name:	DOB:	Grade:
School:	Home Address:	
Parent(s) / Guardian(s):		

ACTIONS TAKEN BY SCHOOL PERSONNEL

1. After 15 consecutive days of absence, a pupil shall be shown as retired on the 16th day.
2. However, a pupil may be maintained on the register beyond 15 consecutive days of absence, if the principal:
 - a) completes the Prolonged Absence Form and sends it to the Attendance Counsellor
 - or**
 - b) there is documentation, by a regulated health professional, that the pupil is seriously ill
3. The following chart should be used to document the school actions/comments regarding this situation:

Date	Actions/Comments

Principal Signature: _____ **Date:** _____

Submit (via email) to your Regional Attendance Counsellor:

South: Kelly.Howard@dsb1.ca ☀ Central: Beth.Clark@dsb1.ca ☀ North: Nicole.Trottier@dsb1.ca