

Henry Munro MS

2105 Kender Ave., Gloucester, Ontario, K1J 6J7

Date: _____

If a student is absent from school for an extended period of time, it is important for us to know the reason (ie. travelling out of the country, illness etc), and the expected date of return.

According to the Ministry of Education any student in grade one to eight who is absent from school for 15 or more consecutive school days must be removed from the school register unless the following criteria are met:

1. Written confirmation of absence from parents
2. An expected date of return
3. A course of study provided to the student (please contact your child's teacher)

Please fill out the section below and return to the school prior to the absence.

This is to advise you that _____ in the class of _____
(Student's Name) (Teacher's Name)

will be absent from school starting on _____ and will return to attendance at _____
(First day of absence)

Henry Munro M.S. on _____.

Reason for absence: _____

The teacher has _____ or has not _____ provided work for the student during this absence.

Signature of Parent
(or note attached)

Signature of Principal

Please note: If your child's absence extends past the date of return, you are required to notify the school. If contact cannot be made, your child will be removed from the school register of the 16th day of the absence and the registration process will need to be completed upon return to school.