



INSTRUCTIONS FOR TEMPORARY STUDENT WITHDRAWAL

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act: Section 21(2)</i>
Related References:	<i>Administrative Procedure 2320 – Supervised Alternative Learning (SAL) and Other Excusals from Attendance at School Administrative Procedure 2240 – Absenteeism: Prolonged Absences and Temporary FS-17-X Temporary Withdrawal Form- Parent/Legal Guardian Request on Short-term Basis</i>
Revisions:	<i>March 2016, November 2017</i>
Reviewed:	<i>March 2016</i>

1. Preamble

- 1.0 The procedures that follow provide instructions for the Temporary Student Withdrawal Form, FS-17-X, as well as discussing guidelines and expectations regarding temporary student withdrawals.

2. Purpose of Form

- 2.1 This form is used when receiving requests from a parent/legal guardian to withdraw a student from school. The reasons may include family trips, athletic training etc. The following information may be used in parental discussions.

3. Procedures

- 3.1 The Education Act, Section 21(2), reasons for excused attendance, clearly outlines the reasons that can be used for excused attendance (i.e., music for half a day) and, therefore, are recorded as "G" days in the Student Register.
- 3.2 The role of the school is to provide an education for the child and to ensure that the educational requirements are met. The Ministry of Education has mandated that all students under 18 years of age receive 300 minutes of instruction per day. Therefore, it is not appropriate for schools to support early dismissal or missed periods. Students over 16 years of age may take less than 8 credits, which is a full course load, with careful time tabling of fewer credits; competitive athletes can obtain these credits and also have athletic training during school time (i.e., ice time).
- 3.3 Parents/legal guardians and clubs should be advised that competitions and training are best scheduled outside of school hours (i.e., before and after school, weekends).
- 3.4 Employers who hire students (under 18 years of age) during the school day are subject to a fine. Refer to Administrative Procedure 2320 - Supervised Alternative Learning (SAL) and Other Excusals from Attendance at School.

- 3.5 All parent/legal guardian requests that do not fall under the Education Act must be recorded as absences in the register.
- 3.6 Parents/legal guardians should complete the form FS-17-X when withdrawing a child on a short-term basis (**5 or more consecutive days**), giving them full responsibility for their child's program during the requested period of time. **Any absences for 15 consecutive days and beyond would necessitate a referral to the Social Worker/Attendance Counsellor. The Social Worker/Attendance Counsellor would review the matter with the Superintendent, Student Achievement & Well-Being (Special Education) and the area Superintendent, Student Achievement & Well-Being.**
- 3.7 Note: For further information, please refer to Administrative Procedure 2240 – Absenteeism: Prolonged Absences and Temporary Withdrawals.