EXTENDED LEAVE OF ABSENCE FORM

NOTE: This form is to be used only for extended absences occurring between October 1 and June 30. Absences in September are governed by Administrative Procedure 300.

Student: _____ Grade: _____ Division: _____

Parent(s) Name(s): _____

Date of Absence: _____ to _____

Date Back in Class: _____ Number of Instructional Days Missed: _____

Reason for Absence:

_____

_____

Extended absences should not be a usual occurrence during the school year.

For absences of more than one week and less than four weeks (20 instructional days):
A place in your child's current school will be saved for your child.

For absences longer than four weeks (more than 20 instructional days):
Your child will be removed from the school register, and you will need to re-register at Central Registration upon your return. Every effort will be made to place your child at their catchment school; however, placement will be dependent on available space. If there is no space at the catchment school, your child will be placed at the next closest school with space.

Please indicate the duration of your child's absence:

☐ Between one and four weeks of school, not exceeding 20 instructional days.
☐ Over 20 instructional days and re-registration at the school board office will be necessary.

Parent Signature: _____ Date: _____

Adopted: August 2025
Revised:

Modification to this document is not permitted without prior written consent from New Westminster Schools.