



EXTENDED LEAVE OF ABSENCE

Dear Parent(s),

The District policy regarding extended absences from school state that when you are away for more than a four-week period of time or 20 continuous school days, they will be removed from the school register and will need to be re-registered when they return. The impact of this policy is that there may not be space in the school or in the classroom that your child is currently registered in. Please review the following guidelines if your child is absent from the school for longer than a four-week period of time:

Your child will be removed from the school register and you will need to re register for your catchment school upon your return to Richmond. Please note: Ferris School is currently CLOSED to new registrations; your child WILL NOT return to Ferris School. Once you have registered and placed at a nearby you can then apply for a transfer if necessary and be put on the waitlist.

We understand from time to time, family circumstances make it necessary for students to be absent from school and parents want to be assured that their child will not be behind in their studies. In fact, if your child is absent from school, they will be missing important curriculum and the classroom teacher will not provide the materials being covered in class during your child's absence.

Here are some suggestions of activities you could consider to minimize the effects of missing school:

- Read books everyday - you read to them, they read with you, they read alone
- Keep a Reading Response Journal - each day, write down what pages were read and their thoughts about it.
- Make a travel journal of the trip - include photos, postcards, pamphlets, drawings; list places visited and write sentences or short paragraphs about them.

Teachers **will** be happy to see what your child has accomplished on their return to school. However, they will not be able to include this material in their academic assessment of the school curriculum.

Our teachers provide a rich and interactive curriculum. We hope you will make every reasonable effort to have your child enjoy regular attendance and academic success at Ferris School

EXTENDED LEAVE OF ABSENCE

Student(s): _____ Gr. _____ Div. _____

Parent(s) Name(s): _____

Date of Absence: _____ ---- _____

Date back in class _____ Number of instructional days: _____

Reason for absence: _____

Extended absences should not be a usual occurrence during a school year. Ferris School follows the guidelines set out by our school district in managing long term holidays

For absence of more than one week and less than four weeks (20 instructional days):

A place in the class at Ferris School will be saved for your child.

For absence longer than four weeks (20 instructional days):

Your child will be removed from the school register and you will need to re-register for your catchment school at Central Registration on your return, you may need to request a transfer.

YOUR CHILD WILL NOT RETURN TO FERRIS SCHOOL as no new registrations are being accepted for the foreseeable future.

You have indicated that your child will be absent:

Between one and four weeks of school, not exceeding 20 instructional days.

Your child **WILL** return to Ferris School

Over 20 instructional days and re-registration at the school board office will be necessary

Your child **WILL NOT** return to Ferris School.

Please indicate a family member or a friend who lives locally that we can contact should we need to get in touch with you.

Local Contact Name: _____ Phone: _____

Parent Signature

Date

