



School District No. 38 (Richmond)

**NOTICE OF LATE RETURN FORM – 2019/20**  
(Due to Extenuating Circumstances)

This form is to be completed for any student(s) who expect to return to school  
**LATER THAN 12:00 pm Wednesday, Sep. 4, 2019 AND ON or BEFORE Sep. 11, 2019**

**Please complete this form and return to the school principal before June 21, 2019. Please attach a letter that contains an explanation of the extenuating circumstances for returning late in September.**

\_\_\_\_\_ Sept. Grade \_\_\_\_\_  
Student Last Name Student First Name

\_\_\_\_\_ Sept. Grade \_\_\_\_\_  
Student Last Name Student First Name

**THE DATE OF RETURN TO SCHOOL for my child(ren) will be \_\_\_\_\_**

**Please note that being absent at the start of the school year has the following ramifications for students:**

- 1) Missed valuable instructional time, therefore missed valuable learning opportunities.
- 2) Missed valuable teacher and administrative explanations of expectations and routines for the course & school.
- 3) Missed valuable opportunities to make important social connections at the start of a school year.
- 4) If a student is not returning on or before September 11, 2019, a school cannot reserve a spot guaranteeing the ability to be enrolled in the school. There may be a need for placement at another school upon the students' late return.

**In conclusion, the reason for a late return should only be for extremely extenuating circumstances.**

In the event of an unforeseen critical family circumstance occurring on or after July 5, 2019 that causes an unexpected late return to the school, the parent must advise the school as soon as possible by email via the school website or by letter directed to the Principal.

School Email Address: \_\_\_\_\_

School Website: \_\_\_\_\_

**I understand that if my child does not return to school by September 11, 2019 he/she may lose their placement and may have to attend another school upon their late return.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_