



## **Extended Leave of Absence**

### **(Absences over 5 days)**

Dear Parent(s),

Our extended absence policy allows for absences up to 20 consecutive school days for unforeseen and emergent circumstances. Extended trips/vacations will require withdrawal after the 20 consecutive days and re-registration upon return. There is no guarantee there will be a spot at Ferris. However, Central Registration will place you at a nearby school and your child will 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 minimizing the effects of missing school:

- Read books everyday – you read to them, they read to you, they read alone
- Make a travel journal of the trip – Include photos, postcards, drawings; listing places visited and write sentences or short paragraphs about them.

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

### **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 (more than 20 instructional days):**

Your child will be removed from Ferris Elementary, and you will need to re-register for your catchment school at Central Registration <https://sd38.bc.ca/student-registration> on your return.

## Extended Leave of Absence

Student(s) \_\_\_\_\_ Gr. \_\_\_\_\_ Div. \_\_\_\_\_

Date of Absence: \_\_\_\_\_ ---- \_\_\_\_\_

Date back in class: \_\_\_\_\_ Number of Instructional Days \_\_\_\_\_

Reason for absence: \_\_\_\_\_

### **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: \_\_\_\_\_

Local Contact relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

