



**Jack Donohue Public School**  
 101 Penrith Street  
 Kanata, ON K2W 1H4  
 Phone: 613-271-9776 Fax: 613- 271-7331



Date: \_\_\_\_\_

If a student is absent from school for an extended period of time, it is important for us to know the reason (i.e. travelling out of the country, illness etc), and the expected date of return.

According to the Ministry of Education any student in grades one to eight who is absent from school for 15 or more consecutive school days must be removed from the school register unless the following criteria are met:

1. Written confirmation of absence from parents/guardians
2. An expected date of return
3. Assignments have been provided to the student (please contact your child's teacher)

Junior and Senior kindergarten students absent for 15 or more school days will be removed from the school register as these are not mandatory attendance grades.

Please fill out the section below and return to the school prior to the absence.

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This is to advise you that my child(ren):

_____	_____
(Student's Name)	(Teacher's Name)
_____	_____
(Student's Name)	(Teacher's Name)
_____	_____
(Student's Name)	(Teacher's Name)

will be absent from school starting on \_\_\_\_\_ and will return to  
 (First day of absence)

Jack Donohue PS on \_\_\_\_\_.

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

The student(s) will be provided work during this absence.

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Signature of Principal

Please note: If your child's absence extends past the date of return, you are required to notify the school. If contact cannot be made, your child will be removed from the school register of the 16th day of the absence and the registration process will need to be completed upon return to school.