



St. Michael's School
9387 Holmes St., Burnaby, BC V3N 4C3
Telephone (604) 526-9768 Fax (604) 540-9799
Website: www.stmichaelschool.ca

LEAVE OF ABSENCE NOTIFICATION FORM

FAMILY NAME _____

ADDRESS _____

It is required that children be in attendance at school during normal instructional periods. Removing children for vacations that occur while school is in session brings a real hardship on them. The benefit of regular classroom instruction is lost and cannot be entirely regained. Catching up on missed work is the responsibility of the child and parents. Such absences, therefore, are strongly discouraged and should be discussed with the principal.

The Ministry of Education requires all students to meet a minimum number of instructional days and hours in order to receive funding. Failure to meet the Ministry quotient may result in loss of funding for which the parents will be responsible to subsidize the school.

Please complete the information below and return this letter to the school office.

I am aware that if my child/children, _____ is/are absent for an extended period of time, the total school grant may be affected and I will reimburse the school for any monies lost.

My child/children will not be attending school from _____ to _____, 2011/2012.

Reason: _____.

Signature of Parent/Guardian

Date