



Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

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Dear Parents and Guardians:

As part of our ongoing effort to keep you informed, we are sending you this letter to outline the process in which schools record and report on student absences. This process is further supported by [Administrative Procedure \(AP\) #330](#) titled: Attendance of Students. Further information about AP 330 can be found on the division website at www.mhcbe.ab.ca under Documents and Publications/Policy and Procedures.

Our reporting system data base is set to report an absence as either Excusable or Non-Excusable. The *Alberta School Act* is used as the guide to determine the absence protocol. The excerpt below is quoted from the *Alberta School Act* which dictates specifically what school jurisdictions can deem an Excusable absence:

Section (13) (5) Notwithstanding subsection (1), a student is excused from attending school on a day on which the school is open if

- (a) the student is unable to attend by reason of sickness or other unavoidable cause,
- (b) the day is recognized as a religious holiday by the religious denomination to which the student belongs,
- (c) the principal of the school has suspended the student from school and the suspension is still in effect,
- (d) the student has been expelled from a school and has not been given permission to enroll in another school, or
- (e) the board or, if the student is enrolled in a private school or resides in an unorganized territory, the Minister
 - (i) determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, and
 - (ii) excuses the student from attending school for a prescribed period of time.

The Medicine Hat Catholic Board of Education recognizes the above references and in addition, also recognizes other reasons that a student's absence may be considered excusable. Please review the ***Excusable and Non-Excusable Absence Chart*** on the following page for the detailed information.

(over) →

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Excusable and Non-Excusable Absence Chart

REASON (as recorded in the software)	EXCUSABLE / NON EXCUSABLE	NOTES
Bereavement	EXCUSABLE	A period of compassionate leave, Funeral
Communicable Disease	EXCUSABLE	As per Alberta Health Services (Flu, Mumps, Measles, etc.)
Emergency	EXCUSABLE	Emergency/Family crisis, Social Services intervention
Illness / Injury	EXCUSABLE	Includes medical appointment that is the result of Illness or Injury
School	EXCUSABLE	Suspension, Expulsion, Field Trips, Work Experience, Extra-Curricular School-Associated activity, Tournaments
Transportation / Weather	EXCUSABLE	Unable to attend due to Transportation. This does not include 'missing the bus'
Inexcusable	NON-EXCUSABLE	Missed Bus, Late, Working, or Unknown
Medical / Dental Appointment	NON-EXCUSABLE	All Appointments not associated with illness or injury; Immunizations, Dental, Chiropractic, Physical Therapy, etc.
Parental	NON-EXCUSABLE	Parent ultimately has control of absence or late. Includes (Out of School Sports/Fine Arts activity, Festivals/Tournaments <i>not School-Associated</i>). Also includes Family Vacations.

The above criteria will be used at all schools within the Medicine Hat Catholic Board of Education. Schools will maintain the option to report absence information on progress reports or report cards.

Should you have any questions or if you require additional clarification, please do not hesitate to contact your School Principal.

Thank you.

Office of the Superintendent of Schools
Medicine Hat Catholic Board of Education

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