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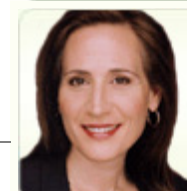
Policy/Program Memorandum No. 114

Issued under the authority of the Deputy Minister of Education

Date of Issue: July 31, 1991 **Effective:** September 3, 1991**Subject:** **REQUIREMENTS FOR REPORTING ATTENDANCE IN REGISTERS****Application:** Directors of Education
Principals of Schools**NOTE:** Please bring this memorandum to the attention of school attendance counsellors.**Prolonged Absence**

The provision in the school registers concerning prolonged absence has been changed. The changes support the legislated requirements for school attendance and include reference to the related responsibility of the attendance counsellor. They will require co-operative planning by principals and attendance counsellors in situations in which pupils are absent for a prolonged period.

These revisions apply to all day-school programs, including adult day-school programs and programs at

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alternative schools.

Details of the changes concerning prolonged absence can be found in the instruction section in the *Register of Daily Attendance for Elementary Schools* and the *Enrolment Register for Secondary Schools (Full-Time)*, and can also be found in *Instructions for Users of Computerized Enrolment Recording Systems*.

Suspensions

Changes have been made with respect to the reporting of suspensions in the register. Suspensions will now be recorded as G days.

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