

International Education Program Parent/Custodian's Absence Form

Today's Date (Example: JAN-01-2026): _____

OFFICE USE ONLY

ISP Student Number:

STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____
 English Name: _____ Birthdate (MM-DD-YYYY): _____
 Current BSD School: _____ Current Grade (this school year): _____
 Student's Email: _____

PARENT INFORMATION

Legal Last Name: _____ Legal First Name: _____
 Phone number: _____ Relationship to student: _____
 Email: _____

CUSTODIAN INFORMATION

Legal Last Name: _____ Legal First Name: _____
 Phone number: _____ Relationship to student: _____
 Email: _____

RESPONSIBLE PERSON INFORMATION

Legal Last Name: _____ Legal First Name: _____
 English Name: _____ Birthdate (MM-DD-YYYY): _____
 Cell Phone: _____ Home Phone: _____
 Work Phone: _____ Status in Canada: _____
 Living Address: _____ City _____ Province _____ Postal Code: _____
 Email: _____ Relationship to Student: _____

English Speaking: Yes or No – If No, please specify language spoken: _____

To: Burnaby School District – International Education Office

This is to confirm that I, _____ (print your full legal name)
am the parent custodian of the above student and that I will be absent from Burnaby
from _____ (MM/DD/YYYY) to _____ (MM/DD/YYYY).
I have appointed the above responsible person to take care for my child during my absence.

Parent/Custodian's Legal Name: _____ **Responsible Person's Legal Name:** _____

Parent/Custodian's Signature: _____ **Responsible Person's Signature:** _____

Signature Date (MM-DD-YYYY): _____ **Signature Date (MM-DD-YYYY):** _____

Please complete this form and return to International Office at international@burnabyschools.ca

FOR SECONDARY STUDENTS: PLEASE SUBMIT THE FORM TO THE INTERNATIONAL SUPPORT SPECIALIST AT SCHOOL.