

**AVON MAITLAND DISTRICT SCHOOL BOARD  
ADMINISTRATIVE PROCEDURE  
NO. 152**

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**SUBJECT:        MEDICAL CERTIFICATES: STAFF AND STUDENTS**

Legal References:    *Education Act: Section 21 (1) Compulsory Attendance; Section 21 (2) When Attendance Excused; Section 265 (1) Duties of Principal: Record Attendance; Ontario Regulation 298 - Operation of Schools Section 11 (11) Duties of Principals: Home Instruction; Section 23 Requirements of Pupils: Attend Punctually and Regularly*

Related References:  *AP 308 Absence of Students; AP 429 Leaves of Absence: Staff*

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**1.    Procedures For Requiring a Medical Certificate: Staff**

1.1    The director of education or designate may request an employee to provide a medical certificate in the event of absence from work due to illness. Principals or supervisors shall consult with the Human Resources Department before medical certification is requested of staff.

1.2    Costs for medical certification required by the board shall be paid by the board.

**2.    Procedures For Requiring a Medical Certificate: Students**

Where a medical certificate is required by a principal to verify a student's need for home/hospital instruction, to justify a student's failure to write a required examination, to explain a period of extended absence by a student, to gain an exemption with respect to a required course, or other similar situation, the cost of the medical certificate will be borne by the student and/or the parent or guardian of the student.