



**DIRECTOR GENERAL**

**LETTER CIRCULAR**

**Information:** X **Date:** 10 March 2014  
**Action Required:** X **Ref:** DES 13/2014  
**To:** All College Principals, Heads of State Schools, Social Workers and Social Support Workers  
**From:** Director General, Educational Services **Tel:** 2598 2404  
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**Subject: Changes in SEWO7 Forms**

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Dear Heads of School,

Kindly be informed that as from this month the SEWO7 form will no longer include the **dates** the students did not attend school. It will only state that the student did not attend school regularly during the respective month. Hence, it is very important that school staff **do not** divulge the specific absent days to the parents at any point. If the parents request the specific dates they are to be informed that they were already notified through an sms when their son/daughter was absent hence it is their responsibility to keep note of the absent dates.

Please ensure that all school support staff is informed and the necessary measure is adhered to. This is one of the measures the DES is taking to reduce absenteeism hence your maximum co-operation is requested to bring about the desired change.

**George Borg**  
**Director General**  
**Directorate for Educational Services**