

STUDENT'S NAME _____ ROOM # _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

ABSENCE Return this form to the office **within 3 days** of your child's return. If not received, your child will receive an unlawful absence.

Date(s) Absent
Reason (Please be specific)

TARDY A medical note should be turned into the office upon your child's return.

My child will be late coming to school on the following date:	Approximate Arrival Time:			
Reason: (Please circle or fill in the space after OTHER)				
DOCTOR	DENTIST	ORTHODONTIST	RELIGIOUS	OTHER

EARLY DISMISSAL A medical note should be turned into the office upon your child's return.

My child will be picked up on the following day and time:	Will your child return to school today? (Please circle)			
DATE: _____ Time of Pick-Up: _____	YES NO MAYBE			
Reason (Please circle or fill in the space after OTHER)				
DOCTOR	DENTIST	ORTHODONTIST	RELIGIOUS	OTHER
NAME OF PERSON PICKING UP MY CHILD:				
RELATIONSHIP:				

SEE REVERSE SIDE FOR ATTENDANCE POLICY

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PLEASE NOTE:

EXCUSED ABSENCES: Illness, Family Emergencies, Authorized school activities, Prearranged doctor and dentist appointments, and Approved student educational trips

UNLAWFUL ABSENCES: Absences from school with parents' consent, for reasons other than those considered excused.

ALL TRIPS: An educational trip form must be turned into the office one week prior to your trip. District Policy allows 2 trips per year, for a maximum of 5 days between the 2 trips. Forms may be obtained in the school office or on our website.

TRIPS will **NOT** be approved for students in grades 3, 4, and 5 during PSSA testing in the spring and also **NO TRIPS** will be approved for students in grades K-5 the last 10 days of the school year.

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