



## Attendance Information Parent Note for Student Absence

Students should strive for perfect attendance. The district will implement procedures that will monitor and report student absences and will also implement programs designed to keep students in school and lower the student dropout rate. When possible, medical, dental, or other personal appointments should be scheduled before or after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

When an absence occurs, a parent or guardian should call the school on the day of the absence. Written documentation should be presented to the principal or his/her designees within 5 days of the absence. This documentation must come from appropriate medical, court, or funeral home personnel. Medical excuses for absences should be brought to school before the end of each corresponding month with the exact dates listed. If school officials do not receive a call on the first day of an absence, the absence will be unexcused until a parent or guardian contacts the school by phone within 5 days of the absence. Parent notes must include the student's first and last name, date of absence, the reason for missing, parent's signature, and phone number.

### Parent Notice for Student Absence

Student's Full Name: \_\_\_\_\_

Date of Absence(s) \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Name (PRINT): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER:** Written documentation should be presented to the principal or their designees within five (5) days of absence.