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Excused Absence: Elementary Grades

HOW SHOULD I NOTIFY THE SCHOOL WHEN MY STUDENT IS SICK?

1. ON THE DAY YOUR STUDENT IS SICK: Call the office by 9:30 a.m.

2. FOLLOWING YOUR STUDENT'S ILLNESS, you have up to **five school days** to provide a written note, a doctor's note, or an online electronic notification on the website. PLEASE NOTE: If you neglect to submit written communication, the absence will be considered unlawful. After three unlawful absences, we are required to notify you in writing.

Parents/guardians may submit up to **10 illness excuses** per year without a doctor's note. After that, a doctor's note is required.

There are several ways to submit a written excuse following an illness:

Send an excuse to school in your student's blue folder (choose one of the following):

- This absence excuse form, signed and dated (this form may be found on the website.)
- A hand-written note from you with the date(s) and reason for absence
- A note from your student's doctor

Submit an excuse online:

- Submit on the main page of our website. Click the "Student Absence Form" link on the top right-hand corner of the page or in the "Family Resources" section on the lower right side of the page, and complete the form.

Student's full name: _____

Was absent from school (date): _____

Reason for absence: _____

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian