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# Excused Absence: Elementary Grades

## WHAT IF YOUR STUDENT IS SICK?

(IMPORTANT: DO NOT USE REMIND TO NOTIFY THE SCHOOL OF STUDENT ABSENCES)

**1. ON THE DAY YOUR STUDENT IS SICK:** Call the office at 717-412-0069 or submit an absence notification via the website **by 9:30 a.m. for the morning session and 1:30 for the afternoon session.**

**2. FOLLOWING YOUR STUDENT'S ILLNESS:** you have up to five school days to provide a written note or a doctor's note. **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.

**3. SUBMIT ONE OF THE FOLLOWING EXCUSES IN YOUR STUDENT'S BLUE FOLDER:**

- An absence excuse form, signed & dated (see the Family Resources page of the website for a printable form) **OR**
- A hand-written note from you with the date(s) and reason for absence. (Parents/guardians may submit up to 10 illness excuses per year without a doctor's note. After that, a doctor's note is required.) **OR**
- A note from your student's doctor

Student's full name: \_\_\_\_\_

Was absent from school (date): \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian