

# Student Leave of Absence Permit Form

## Parkland High School

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

*Commonwealth of Pennsylvania law dictates that all absences are counted as unlawful/unexcused until the Parkland School District receives a written excuse explaining the reason for the absence. If the excuse is not received within three (3) days of the student's return to school, the absence will be permanently added to the student's file as unlawful/unexcused. Please complete the portion below and submit to your student's Attendance Secretary (as listed at end of form). **NOTE: A separate form is required for each PHS student in your household in instances where siblings are absent from school.***

**Date(s) of Absence:**

From: \_\_\_\_\_ (xx/xx/xxxx) Return Date (Mon - Fri): \_\_\_\_\_ (xx/xx/xxxx)

Dismissal Time: \_\_\_\_\_ AM  PM  (if student is leaving school early)

**Reason for Absence** (check appropriate reason and supply supporting documentation for appointment leave, educational trips, family leave, etc.):

**Appointment Leave:**

Doctor:   
Dental:   
Court:

**Educational Trip:**

College Visit:   
Graduation:

**Family Leave:**

Religious:   
Vacation:   
Funeral:   
Non-PHS Activity:

- Documentation is required to show proof of student's absence and is required to be turned in within three (3) days of the appointment/absence.

**Parent/Guardian Information:**

Parent's Full Name: \_\_\_\_\_

Parent's Electronic Signature: \_\_\_\_\_

*NOTE: By providing your electronic signature, you attest that you are the legal parent or guardian of the student named at the top of this form.*

Parent's Email Address: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

**Please submit this form along with the necessary documentation to your student's attendance secretary:**

**Ms. Cynthia Tracy - 9<sup>th</sup> and 10<sup>th</sup> grade – [PHSLOA910@parklandsd.net](mailto:PHSLOA910@parklandsd.net)**

**Mrs. Jennifer Rosa – 11<sup>th</sup> and 12<sup>th</sup> grade – [PHSLOA1112@parklandsd.net](mailto:PHSLOA1112@parklandsd.net)**