

Taneytown Elementary School  
**Excuse for Student Absence**

Per County Policy, an excuse for student's absence is required within five (5) days of the students return to school. (see reverse side)

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

My child was absent on \_\_\_\_\_ due to one of the following:

- \_\_\_\_\_ Illness
- \_\_\_\_\_ Appointment
- \_\_\_\_\_ Death in Family
- \_\_\_\_\_ Other Emergency
- \_\_\_\_\_ Vacation (approved in advance by Principal)
- \_\_\_\_\_ Other (*Provide Brief Explanation*): \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## **Attendance Requirements**

Carroll County Public Schools recognizes the relationship between good attendance and academic achievement. Both absences and tardiness are serious disruptions to the educational process. The school system expects students to maintain a 96% attendance rate or better.

When a student is absent, arrives late, or leaves school early, **the parent/legal guardian is requested to inform the school the morning of the absence.** In addition the **parent/legal guardian must provide an explanation of the absence in a written note, a fax, an e-mail, or via phone call within five days of the student's return to school.**

Excused absences include illness of the student, death in the immediate family, observance of a religious holiday, a court summons, a suspension or exclusion from school for health reasons, and **family vacations (when approved in advance).**

Absences will be considered **unlawful** if the absence **does not meet the criteria listed above** for an excused absence or **if an explanation of the absence is not provided within five days** of the student's return to school by the parent or legal guardian as noted above.