

CHESTER COMMUNITY CHARTER SCHOOL
School Year 2022-2023
EXPLANATION OF ABSENCE PROCEDURE & FORM

Parents/Guardians,

It is important that your child's absence from school be excused in order to keep your child from being classified as truant. Pennsylvania Law requires that any student who is determined to be habitually truant be reported to the appropriate authorities and the responsible parties prosecuted according to law.

In order to classify a student's absence as excused, CCCS will accept a written excuse explaining the absence from a parent or guardian which is required to be submitted within three (3) days of the student's absence. CCCS will also accept the attached Explanation of Absence Form.

CCCS considers the following conditions to constitute reasonable cause for absence from school or an excused absence:

- Late School Buses
- Personal illness
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours
- Death in the family of the parent/guardian or close family member
- Observation of a religious holiday
- Emergency conditions in the student's home (Upon students return documentation is necessary)
 - Ex. Sudden Death, Major Utility Failure, Power Outage, Fire
- Other similar circumstances.

CCCS MAY REQUIRE ADDITIONAL INFORMATION FROM THE PARENT/GUARDIAN REGARDING THE STUDENT'S ABSENCE(S) AND/OR THE INFORMATION SUBMITTED ON THE EXPLANATION OF ABSENCE FORM.

CHESTER COMMUNITY CHARTER SCHOOL

School Year 2022-2023

EXPLANATION OF ABSENCE FORM

DATE: _____

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Date(s) of Absence: _____

Reason for Student's
Absence: _____

Authorization & Verification

_____, parent/guardian of the above-referenced student, verifies that the information provided in this Explanation of Absence Form is true and correct to the best of his/her knowledge, information and belief. The parent/guardian makes this verification with a full understanding of 18 Pa. C.S.A. §4904, which relates to penalties for unsworn falsifications to authorities.

Signature of Parent/Guardian