



# Derry Township School District

December 18, 2023

Washington, George  
1600 Pennsylvania Ave  
Washington, DC 20500

**RE: George Washington, Jr.**

Dear Parent/Guardian,

It is the goal of the Derry Township School District to provide your child an outstanding educational experience. For this opportunity to be maximized, certain safeguards are put in place to ensure that your child receives the greatest possible outcome. One very important means to this outcome is your child's attendance at school.

As stated in the Derry Township School District Handbook, "students accumulating ten or more absences (excused or unexcused) from school may be required to provide a medical excuse from a physician for subsequent absences in accordance with school policy. Absences requiring a physician's excuse will be recorded as unexcused if one is not provided."

At this time, **George**, has missed 10 or more days of school. (Enclosed is a copy of an attendance report for your records.) For this reason, **a written professional medical excuse will be required from your child for all future absences through the remainder of the current school year** (with the exception of pre-approved absences or school activities). The notes must contain the dates of the absence or absences, as well as the specific date and time that the doctor saw the student. Failure to secure the proper excuse for the above student within three days following the absence will result in those absences being recorded as "Unexcused".

If you have any questions concerning this communication, please call the attendance office at (717) 555-5555. I thank you for your cooperation in this matter.

Sincerely,

School Principal

Attachment: Student Daily Attendance Profile

c: School Counselor  
Student Attendance File, ()

*10 Day Absence Letter*