



HIGH SCHOOL ATTENDANCE ABSENCE

WHEN THE STUDENT IS ABSENT OR GOING TO BE ABSENT A PARENT OR GUARDIAN MUST NOTIFY THE ATTENDANCE OFFICE BY EMAIL: hsattendance@somersschools.org OR PHONE (914)-248-8585 (option 1)

The law requires that ALL absences be verified by a note from a parent or guardian. The school may verify the note by telephoning the parent or guardian.

Please complete the following form and return it to the school within 48 hours of the student's return to school.

Today's date _____

Student's legal name/grade _____

Exact # of days absent _____

Dates of absence(s) _____

Specific reason for the absence _____

Signature of parent or guardian _____

Print name of parent or guardian _____

Telephone # and email where parent or guardian can be reached for notification

If a student misses four or more periods of school in a given day, he/she will NOT be allowed to participate in or attend school activities after school or in the evening on the day of the absence(s).