

SME Absentee reporting process

PREFERRED METHOD:

Send an e-mail to SMEOffice@northernnyork.org indicating the child's name, homeroom, and reason for absence.

ALTERNATE METHOD:

Fill out an excuse blank with the child's name, homeroom, and reason for absence and send it to SME with your child when they return.

Northern School District Excuse Blank/Early Dismissal Form

Date of Absence _____ Grade (Section) _____

Student's Name _____

Homeroom Teacher _____

Please Check One: Absence Early Dismissal Tardy

If Early Dismissal/Tardy, Please State the Time _____

Reason _____

Signature of Parent or Guardian

How student absences are tracked

Parental Excuse Day

If your child is at home sick but does not go to the doctor, this is keyed as a parental excuse day.
Students have a limited number of these days before a medical excuse is needed.

Medical Excuse Day

If you have a doctor's note, please scan this or take a picture and send it via e-mail to SMEOffice@northernnyork.org.

Pre-Arranged Absence

If you are going on a pre-arranged trip, please complete the NYCS D pre-arranged form [HERE](#) and send it via e-mail to SMEOffice@northernnyork.org
These should be submitted two weeks in advance of the trip for approval.