

ELCO MIDDLE SCHOOL REASON FOR ABSENCE NOTE

***Parent/Guardian Signature Required***

***Return this form to the office within three (3) school days of absence***

EXCUSE FOR ABSENCE OR TARDINESS	
Name of Pupil:	Check a reason that applies to your child's absence:
	___ Illness
Date(s) of Absence: A.M.	___ Death in the Family
	___ P.M. Medical, Professional (doctor's note required)
Date(s) of Tardiness:	___ Religious Observance
	___ Hospitalization (doctor's note required)
Signature of School Personal	___ Court Appearance or Legal Appointments
	___ Educational Experience (explain)
Signature of Parent/Guardian Date	___ Family Emergency
	___ Other: _____
<p>This excuse must be kept on file for the inspection of school officials. State School law requires an explanation from the parent/guardian for each case of absence or tardiness. <b><i>Failure to sign and return this excuse card within three (3) school days of the absence will result in an unexcused absence.</i></b></p> <p>In case of questionable absence claimed by illness the local school board may require an examination by the school Doctor.</p>	

**Excused Absences** include illness, death in the family, medical, professional or legal appointments, religious observance, family emergency, other educational experience, hospitalization and court appearance.

**Unlawful Absence-** Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, ***to be submitted within three (3) school days of absence.***

**Tardy Policy** – Students are required to be in homeroom by 7:35 a.m. A student is considered tardy if they arrive to school between 7:35 and 8:54 a.m. Tardy is missing the bus, oversleeping, etc. (NOT doctor appointments). If a student arrives to school at 8:55 a.m. or later, it will be considered a half-day absence.

**Educational Trip** – Trips **WILL NOT** be approved during any of the PSSA testing dates for students in grades involved. Check the district calendar for details.

The number of school days of excused absences for educational trips/tours shall be a maximum of six (6) days per school year. Absences for educational trips/tours in excess of six (6) days shall be considered illegal or unexcused with applicable penalties. As per School Board Policy 204, approved trip days ARE counted as part of the ten (10) days of school lawful absences, before a doctor note is required.

**We have read School Board Policy 204 guidelines, and we are aware of the responsibilities, which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.**