

# Attendance Matters

## WRITTEN PARENT NOTES & MEDICAL EXCUSES

Written parent notes and medical excuses must be turned in on the day your child returns to school in order to be counted as an excused absence. If the note/excuse is received after the day of your child's return to school the absence will be unexcused. Accumulated unexcused absences may result in a referral to a truancy officer.

## IMPORTANT NOTES

If your child has a medical/doctor's appointment, please bring them to school and return them after the appointment to be counted present for the day. (63% of the day)  
If a child is sent home or picked up due to illness, please send a note on the day they return to school.  
If you bring your child in late due to illness, please submit a note when you bring them to school.

## 63% OF THE DAY = PRESENT

Please remember that students **MUST** be at school at least 63% of the day to be counted as present.

If your child attends school for less than 63% of the day, they will be counted absent for the day.

## MUST BE INCLUDED ON NOTES/EXCUSES

- The date written
- Full name of the student
- The date(s) the student was absent
- The cause of absence
- The signature of parent, guardian, custodian, or doctor
- The phone number where parent, guardian, custodian can be reached
- Medical notes should be on the medical professionals' letterhead

## PARENT NOTES

**Each nine weeks students are allowed up to 3 days that can be excused by the written parent note. After those 3 days have been used in a nine week period, a medical excuse will be required to excuse the absence. Failure to submit a medical excuse in the situation will result in an unexcused absence.**

Please note that while up to 3 days can be excused by a written parent note each nine weeks, no more than 10 days can be excused by a written parent note in an entire school year.