PARKLAND
SCHOOL DISTRICT

# Parkland High School

## Student Leave of Absence Permit Form

This form is to be used whenever a student has a preplanned absence from school for an entire day(s) or part of a day.

**Overview of Pennsylvania Compulsory Attendance Law (PDE)**
Pennsylvania law requires school attendance for students of compulsory age (from age 6 until age 18). Absences may be classified as excused, unexcused, or unlawful in accordance with PDE and Parkland School District policy. Written notice explaining the reason for absence must be provided within three (3) school days of the student's return.

Student Information (please print)

**Student's Name**: _____ **ID #**: _____**Grade**: _____

☐ On the following day(s): _____

☐ Part of the day. Will be picked up or my child is permitted to leave on their own: on_____ at _____ and they **will/will not** (select one) not return to school at the end of the appointment.

**Students must sign out of school in the main office before leaving the building.**

*Reason for Absence (check appropriate reason and supply supporting documentation for appointment leave, educational trips, family leave, etc.)*

| **Appointment Leave:** | **Educational Trip:** | **Family Leave:** |
|---|---|---|
| ☐ Doctor | ☐ College Visit | ☐ Religious |
| ☐ Dentist/Ortho | ☐ Graduation | ☐ Vacation |
| ☐ Court | | ☐ Funeral |
| | | ☐ Non-PSD Activity |

**Other:** _____

**Documentation is required to show proof of a student's absence and is required to be turned in within three (3) school days of the appointment/absence.**

**Parent / Guardian Certification**
By signing this form, I attest that I am the legal parent or guardian of the student named at the top of this form. By signing this form, I acknowledge that this Leave of Absence Permit does not excuse my child from the Attendance Policy

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian signature: _____

Parent/Guardian email address: _____

**Return to main office or email this form to:**
phsattendance910@parklandsd.net for grades 9-10 and phsattendance1112@parklandsd.net for grades 11-12

**School Use Only**
Absence Classification: ☐ Excused ☐ Unexcused ☐ Unlawful ☐ Approved ☐ Unapproved

Letter Sent:_____

Reviewed By: _____ Date: _____