



**Middle 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 school day(s): \_\_\_\_\_

☐ Part of the day. I will **pickup/drop** off my child in the office at: \_\_\_\_\_ on \_\_\_\_\_  
Time Date

and they **will/will not** (select one) return to school at the end of the appointment.

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

For the purpose of: \_\_\_\_\_

**Will be picked up by:** \_\_\_\_\_

**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: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Email address: \_\_\_\_\_

*This form must be returned to the main office prior to absence or emailed to:*

Orefield Middle School: [omsattendance@parklandsd.net](mailto:omsattendance@parklandsd.net)

Springhouse Middle School: [smsattendance@parklandsd.net](mailto:smsattendance@parklandsd.net)

**School Use Only**

Absence Classification: ☐ Excused ☐ Unexcused ☐ Unlawful ☐ Approved ☐ Unapproved

Letter Sent: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_