PARKLAND
SCHOOL DISTRICT

Elementary 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: _____

_____ I am requesting homework for my child while they are out of school.

(Please give the school a week's notice to compile work for an absence of 3 or more days)

_____ Please hold my child homework and it will be completed upon return.

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: _____ Date: _____

Parent/Guardian signature: _____

Email address: _____

This form must be returned to the main office prior to absence or emailed to:
Cetronia Elementary: ctattendance@parklandsd.net
Fogelsville Elementary: foattendance@parklandsd.net
Fred J Jaindl Elementary: fjattendance@parklandsd.net
Ironton Elementary: irattendance@parklandsd.net
Kernsville Elementary: kvattendance@parklandsd.net
Kratzer Elementary: krattendance@parklandsd.net
Parkway Manor Elementary: pmattendance@parklandsd.net
Schnecksville Elementary: svattendance@parklandsd.net
Veterans Memorial Elementary: vmattendance@parklandsd.net

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

Letter Sent: _____

Reviewed By: _____ Date: _____