Dear Parent/Guardian:

The attached excuse note you have sent for your child is NOT valid according to attendance guidelines. Please see below.

Thank You

Ms. Molinaro

What Is A Legal Excuse?

- Illness (absences beyond 10 total days requires an excuse from a doctor).
- Weather emergency, impassable roads.
- Religious holidays recognized by the Board of Education
- Bereavement - temporarily excused for family member’s death.
- Health care (doctor’s note needed)
- Principal approved reasons for absence from school (i.e., field trips, educational vacations, counseling, mentoring, support groups)
- Involuntary exclusion (i.e., suspension from school, court summons)

When your child is absent from school it is important that you write a note that includes the following information:

- The date the note is written
- The date (s) that your child was absent
- The reason for the absence (please be specific)
- Your signature and a phone number where you can be reached

*If a note is not received within 3 days of your child’s return to school the absence will be considered illegal and not changed to excused.
*Legal action will begin following the 3rd illegal absence.
*All course work missed during the absence must be completed in order for a change in grade to be considered.
*Regular school attendance is mandatory and student achievement is directly affected by it.

The following are NOT considered legal excuses:

- A family emergency
- The alarm clock did not work and we overslept
- We had to go out of town
- He/she did not feel like coming to school
- I thought it was a holiday
- I wasn’t feeling well and couldn’t get my child to school