Date: ______________________________

Dear Parent/Guardian of _______________________________. Your child was absent on ______________________________ and did not return to school with an excuse note. Please be aware that a note must be received within 3 days or the absence will be recorded as an unexcused absence. If you have any questions regarding the attendance policy, please refer to the Pittsburgh Public Schools Code of Student Conduct. Please note that if your child accrues excessive unexcused absences a citation will be issued and may be in jeopardy of Magnet recission at Pittsburgh Carmalt.

Please complete the form below and return to your child’s homeroom teacher.

Date: ______________________________

My child, _______________________________, was absent from school on the following date(s): ________________________________ for the following reason (excuse absence include illness, injury or hospitalization, religious observance, impassable road and bereavement):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Parent/Guardian Signature __________________________ Phone Number __________________________