

Attendance Newsletter

What Is A Legal Excuse?

- Illness
- Weather Emergency, inaccessible roads
- Days recognized by the District
- Bereavement- temporarily excused for family members death
- Medical reason (doctor's note is needed)
- Principal approved reasons for school absence (i.e. field trips, educational trips)
- Involuntary exclusion (suspension from school, court summons)

*If a note is **not received within 3 days** of your child's return to school the absence will be considered illegal.

It is important to write a note each time your child misses school.

Please include:

- The date on the written excuse
- The date(s) that your child was absent
- The reason for the absence
- Your signature & phone number

*If a note is **received within 3 days** of your child's return to school the absence will be considered legal 7 will be changed to an excused absence.

What Is NOT A Legal Excuse?

- A family emergency
- The alarm clock did not work and/or 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 & couldn't get my child to school

*Legal action will begin following the 3rd unexcused absence

*It is the responsibility of the student to make up all school work missed during his/her absence.

Contact Mrs. Chanelle Keasley, School Social Worker, with any questions or concerns. 412529-8183

