



Absence Excuse Guidelines

All absences require that a written excuse be submitted to the school within three (3) days of the student's return to school. Notes must be submitted electronically or turned in to the school's main office. If a written excuse is not submitted to the office within that time period, the absence is recorded as unexcused.

A written excuse must contain the following information:

- (1) name of the student and student number;
- (2) student grade level;
- (3) the date(s) of the absence;
- (4) the reason for the absence; and
- (5) a parent or guardian's signature.

Emails must be received from a verified parent email address already on file with the school.

Please review the section on attendance in the student and family handbook and contact your child's school if you have any questions.