



Lackawanna City School District



Parent is to complete and turn in this note to the school office when their child is absent or when their child has a late arrival to school or early dismissal from school.

Student Information:

Student's First and Last Name Grade

Student's Teacher (for students in grades PreK to 5)

My Child will be (check one):

- Absent
- Arriving Late Time:
- Dismissing Early Time:

On date:

For the following reason (check one):

- Personal Illness
- Medical Appointment
- Death in Family
- Religious Observance
- Other, please describe: _____

State Law requires that every absence must be validated with a written excuse and should accompany the child on the day he/she returns to school. Excessive absence will be reported to the proper authorities.

Parent Signature:

Signature Date Signed

Phone

Lackawanna City School District part of Policy 7110 on back



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**Lackawanna City School District
part of Policy 7110:**

Excused: An absence, tardy or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness or early departure is unexcused if the reason for the lack of attendance does not fall into the excused categories. Examples of an unexcused absence, tardy or early departure are family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping, and missed bus.

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