

Required documentation after an Absence (All Grade Levels)

On the day a student is absent, his/her parent/guardian should call the attendance clerk in the school office as early as possible. When a student is absent from school, the student - upon returning to school - must bring a note signed by the parent/guardian that describes the reason for the absence and the date(s) of the absence. **A note has to be received within 3 school days to be considered excused.** The absence will be considered unexcused if a note has not been received by the school office within 3 school days. A note signed by the student, even with the parent/guardian's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. Faxed notes may be accepted if they contain all required information including the parent/guardian signature. Emails sent directly through the Family Access/Skyward link will be accepted. All other Emails must contain a scanned copy of the signed note from the parent/guardian in order to be accepted. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.