

# Winding Creek Elementary

## Attendance Note

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Room: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Signature \_\_\_\_\_

*(check applicable box)*

is tardy due to: \_\_\_\_\_  
*(reason)*

was absent on: \_\_\_\_\_ due to: \_\_\_\_\_  
*(date) (reason)*

\_\_\_\_\_  
*(reason, continued)*

has an early dismissal at: \_\_\_\_\_  
*(time)*

for: \_\_\_\_\_  
*(reason)*

and:  Will return  Will not return  May return

Name of person picking up/relationship: \_\_\_\_\_

**\*\*A medical note should be turned into the office upon your child's return from an appointment.**

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**Excused Absences:** Illness, family emergencies, religious holidays, doctor and dentist appointments, and approved student educational trips (two (2) trips not to exceed five (5) school days). Note that medical documentation will be required for students who acquire ten (10) or more absences during the school year. The policy indicates that pre-approved educational trips and absences for religious holidays or religious instruction (within guidelines) will be considered a lawful absence and be exempt from the 10 days of cumulative absence necessitating a physician's statement.

**Unexcused Absences:** Absences from school with parents' consent for reasons other than those considered excusable.

**Trips:** When an educational trip is planned which will require a student to be absent from school, an Educational Trip Form should be completed and returned to the office one (1) week prior to the trip. Neglecting to obtain prior approval for the educational trip will result in the recording of unlawful daily absences for those days absent. "Take Your Child to Work" program is considered an educational trip for which a form must be completed and preapproved. Grades 3-5 are required to participate in PSSA testing; educational trips shall not be approved during PSSA testing periods.

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