

Teacher:
Place Student ID Label Here

Nitschmann Middle School
Bethlehem, Pennsylvania
STUDENT ABSENCE EXCUSE

For: Office Use Only

To Parents/Guardians:

Doctor's Note attached

The law requires a written excuse for every absence. Per district policy **this excuse is due no later than the third school session following the absence.** *Please see reverse side for definitions of absences.*

To: _____ Grade / Homeroom # _____
Period 1 Teacher

Please excuse _____ for his/her absence on _____
Name of Student *Date(s)*

for the following reason: _____

_____ *(Additional absence forms are available in the main office.)*
Signature of Parent/Guardian

Definitions of Absences

CUMULATIVE ABSENCES A maximum of seven (7) days per school year are allowed as per the PA State School Code. After the allotted seven (7) days, a doctor's note is required. Failure to follow this code could result in prosecution.

Excused Absences

- A parent note for illness
- A pre-approved vacation or pre-approved special event.

Unlawful Absences

- All absences are considered unlawful until a written excuse is received in the office. Three (3) unlawful absences could result in prosecution as per PA State School Code.
- Any day for which a written excuse is not submitted within three (3) school days of the student's return from an absence, including notes from physicians.
- Any absence not excused by a physician's note after the 7 cumulative absences

NONCUMULATIVE ABSENCES Noncumulative absences are not counted against the seven (7) days permitted for parental excuses.

- Suspension from school
- Religious holidays
- Illness verified by a physician's note
- Documented Court Appearance
- Bereavement