

School District of Springfield Township Enfield Campus – ABSENCE NOTE

This form is to be completed by the parent/guardian and returned to school the day after any absence. The State of Pennsylvania Department of Education considers all absences without a note to be unlawful and must be received in three calendar days of the absence.

Student Name (PRINT): _____ Teacher: _____

Date(s) of Absence: _____

Parent/Guardian Signature & Date: _____

The following reasons as excused (check one):

- | | |
|--|--------------------------|
| <input type="checkbox"/> Illness (Fever – Please circle yes or no) | Death of a Family Member |
| <input type="checkbox"/> Family Emergency | Doctor's Appointment |
| <input type="checkbox"/> Quarantine | Court Attendance |
| <input type="checkbox"/> Religious Holiday | Recovery From Accident |
| <input type="checkbox"/> Educational Trip** (up to 5 days per school year) | |

****The School Board Policy on Educational Trips states that, at least one week in advance, parents must write a note explaining the reason for the absence and list the dates of absence, then submit it to the principal and classroom teacher for approval. If there are any concerns regarding the absence, parent(s)/guardian(s) will be notified.**