

LOGAN ELEMENTARY SCHOOL
ABSENCE OR TARDINESS EXCUSE

Dear Parents/Guardians:

A child MUST present a written excuse to their teacher from their parent/guardian stating the reason for his/her absence or tardiness. According to Pennsylvania school law, all absences are illegal except those caused by illness of the pupil, quarantine, death in the immediate family.

Please complete the information requested below for your child's absence or tardiness on the date requested. This information MUST be returned within 3 days from the date your child returned to school. If we do not receive this excuse or a Doctor's excuse your child's attendance will be marked illegal for the absence or unexcused for the tardiness. **(STATE LAW REQUIRES AN EXPLANATION FROM PARENTS/GUARDIANS FROM ANY ABSENCE OR TARDINESS.)**

_____ was absent/tardy on _____
(Student Name) (Date(s))

The reason my child was absent/tardy was _____

Parent/ Guardian Signature _____

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