

# FISHER ELEMENTARY SCHOOL ~ A NOTE TO SCHOOL

**Date:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

## PLEASE CHECK OFF THE APPROPRIATE BOX AND SPECIFY REASON:

**Is late due to:** \_\_\_\_\_  
(specify reason)

**Will be dismissed early at** \_\_\_\_\_ **AM/PM for the purpose of** \_\_\_\_\_

**Will be going home on BUS #** \_\_\_\_\_ **to the following address:** \_\_\_\_\_  
(required) (must include HOUSE NO. and STREET NAME)

**Is returning to school after being absent on the following date(s)** \_\_\_\_\_  
**due to** \_\_\_\_\_  
(reason for absence)

\_\_\_\_\_  
**(Parent's Signature is required)**

Dear Parent/Guardian:

School policy requires a written excuse for each time your child is absent, tardy, or leaves early for an appointment, even if a phone or verbal excuse has already been given. Please use the form provided on the other side of this sheet to document your child's excuses. Please sign and return the excuse with the date, reason, and your signature for each absence, tardy, or early dismissal.

Thank you for your cooperation.

Fisher Elementary School Attendance

### Elementary Attendance

**Attendance and Excuses:** In New York state, there are Excused and Unexcused reasons for absence.

**Excused:** An absence, tardiness or early departure may be excused if due to personal illness, or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner or the Board of Education.

**Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, attend non-school related sporting events, oversleeping, needed at home, or missed the school bus are considered unexcused). In case of illness or injury at school, parents will be notified to pick up and assume care of the child.

**Parents should call the Attendance Office the morning of the absence. A written excuse for an absence from school is required and should be brought to school the day the child returns to school.** The excuse should include: child's name, dates of absence, reasons for absence (if illness, type), and parental signature (please use form on the other side of this sheet). **Attendance Office: Please call Mrs. Clapper at 866-4851 (extension 75006) to report your child's absence on the morning that your child will not be in school.**

**Attendance Letters:** Parents/guardians will be receiving an Attendance Letter every 5, 10, 15, 20, 25 days that your child is absent or tardy. Excessive absences will be handled through our Principal, Mrs. Pilla and School Psychologist, Mrs. Bove.