MIFFLIN PARK ELEMENTARY SCHOOL
Request for Absence Excuse or Doctor's Note

Today's Date: _____ **RE:** _____

Student's Name **Grade** **Homeroom Teacher**

Date(s) of Absence: _____

Dear Parent/Guardian: *(please see checkmark below)*

☐ **A written absence excuse from you is required for the above absence**

The Pennsylvania Compulsory Attendance Law requires a written excuse for every absence. **An absence excuse note must be received within three days of the student's return or the absence will be considered unlawful.** Under Pennsylvania Law students are allowed three days of unlawful absence before any legal action is taken by the school district. After the third day, the district is required to file a First Notice of Unlawful Absence which officially notifies the parent that subsequent unexcused absences could subject them to legal action and a possible fine.

Please write below a complete statement giving reason for absence and return promptly.

Reason for absence:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date: _____ **Signature of Parent/Guardian:** _____

☐ **A doctor's note is required for the above absence**

As per District Policy, when a student is absent for three or more consecutive days, a doctor's note is required when the student returns to school. Your physician can also *fax* a note to the school. *MP Fax #610-898-0635.* **If a doctor's note is not received within the next three days, the absence will be considered unlawful.** Under Pennsylvania Law students are allowed three days of unlawful absence before any legal action is taken by the school district. After the third day, the district is required to file a First Notice of Unlawful Absence which officially notifies the parent that subsequent unexcused absences could subject them to legal action and a possible fine.