

Parent Note Absence/Late Arrival/Early Dismissal

District Attendance Procedures

- Call the attendance office at 201-762-2306 to report your student's absence. Voicemail is available for parents 24 hours a day/ 7 days a week.
- **Parents are required to submit a written note to the Attendance Office within 5 days of the absence.** A parent note is required regardless of the type of absence.

Student ID # (Required): _____ Grade level _____

Student Name (Print): _____

Date: _____

(Check Applicable)

___ Is returning to school after _____ days of absence due to occasional illness
(cold, headache, etc.)

___ Other Reason: _____

___ LATE ARRIVAL

Time arriving at school: _____

Reason _____

___ EARLY DISMISSAL

Reason _____

Time for early dismissal: _____

Parent/ Guardian Signature: _____

Date: _____