

# 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: \_\_\_\_\_