



196 Main Street, New Paltz, New York 12561 • Phone: (845)256-4350 • Fax: (845)256-4359 • www.newpaltz.k12.ny.us

Debra Hogencamp
Principal

Dear Parent/Guardian:

New York State Law requires that we receive a **WRITTEN** note for each time your child is absent from school. This note must specify the date and reason for the absence and should be sent in to school on the day of her/his return. If a note is not received within one week, your child's absence will have to be declared illegal.

Please use the form below as a guideline to show what information needs to be included on this written note.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Debra Hogencamp", is written over a light blue grid background.

Debra Hogencamp
Principal

To: _____ Date: _____
Teacher

Please excuse the absence of _____ on _____.

Reason: _____

Thank you.

(Parent/Guardian Signature)

Duzine Elementary School is a child-centered community whose mission is to:
Create a safe, nurturing and inviting environment in which all are comfortable taking risks: Instill a respect for individual differences and similarities: Provide challenging opportunities wherein students can reach their greatest potential: Teach and model cooperation within the Duzine school community: and Empower our students to be actively involved in learning.