



Lackawanna City School District



Today's Date:

Student's First Name:

Student's Last Name:

Student's Grade Level:

Check One: Absent Tardy Early Release

Reason:

- Illness (please describe) _____
- Medical Appointment
- Death in Family
- Religious Observance
- Other (please describe) _____

On date:

Tardy or Early Release Time: _____ am/pm

Early Release Pick Up Information:

Pick Up Person's name: _____

Person's relationship to student: _____

Person's Phone Number: _____

Reason for early release: _____

Parent's Signature: _____

State Law required that every absence must be validated with a written excuse and should accompany the child on the day he/she returns to school. Excessive absence will be reported to the proper authorities.



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Lackawanna City School District Policy 7110 adaptation:

Excused: An absence, tardy or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

Unexcused: An absence, tardiness or early departure is unexcused if the reason for the lack of attendance does not fall into the excused categories. Examples of an unexcused absence, tardy or early departure are family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping, and missed bus.

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