

**Piscataway High School
Student Absence Form**

Today's Date: _____

Date(s) of Student's Absence: _____

Student Name: _____

Student's ID #: _____

Student's Grade Level: _____

Student's School Counselor: _____

Number of Absences This School Year: _____

Number of Absences This Semester: _____

(1st Sem: September-January, 2nd Sem: February-June)

Reason for absence: _____

Parent/Guardian Name (Please Print)

Phone Number

Parent/Guardian Signature

****The above stated student must return this form to the attendance office located in the Patton Wing, the morning he/she returns to school. This form will then be submitted to the student's grade level administrator for approval.****

District Attendance Policy

A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities:

1. A student will be considered to have attended if he or she has been present at least four hours during the school day;
2. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

B. "Excused absence" according to Piscataway Board Policy, is a student's absence from school, with appropriate documentation where applicable, for a full day or a portion of a day for one or more of the following reasons:

1. **A parent note is acceptable for an absence of no more than two consecutive days, twice per marking period. In all other circumstances, a note signed by a licensed medical physician must be provided disclosing the specific illness or injury preventing school attendance, and the specific days of absence required. In all cases, the required note must be submitted to the school office within ten days of the commencement of the absence.**

Grade Level Administrator's Signature

Excuse

Do Not Excuse