



EXCUSED ABSENCE NOTIFICATION

Date: 00/00/00

Student Name: FIRSTNAME LASTNAME (BIRTHDATE)

Student ID: SISNUMBER

Grade: GRADE at SCHOOLNAME

To the Parent or Guardian of FIRSTNAME LASTNAME:

Prince William County Public Schools is committed to working with the parents/guardians of our students to ensure the success of our students. We sincerely appreciate your support of our school division's efforts to promote the importance of attendance in school.

While there are times when a student must miss school (i.e. illness), excessive excused absences affect a student's progress in school. Crucial learning time is lost if they are not in class. Under state guidelines, excused absences count toward a student being considered chronically absent, which is defined as a student being absent for 10% or more of the academic year.

As a reminder, a child is too ill to attend school if she/he has a contagious disease, a temperature over 100 degrees, symptoms of vomiting, diarrhea, or chronic illness or other conditions with written orders from a doctor to stay home. FIRSTNAME has accumulated five excused absences on the following dates: ABSENCEDATES

Per PWCS regulation, a written note signed by the student's medical provider certifying that the student has a bona fide medical reason for his/her absence may be required by the school principal or his/her designee after a student has accrued three consecutive or 10 or more absences for the school year, and for every additional absence thereafter.

As partners in your child's success, if there are persistent health problems we should be aware of and/or you need access to support services, or you feel this message is in error, please contact our office at CONTACTPHONE1.

We appreciate your time working with us on this important matter.

Sincerely,

SIGNERNAME1

SIGNERTITLE1