

West Allegheny School District
Excuse for Absence
Donaldson Elementary

Dear Parent/Guardian:

Your child _____ was absent on _____. We have not received an excuse for this absence. Please complete and return the bottom portion of this form with your child tomorrow. If this form is not returned, the absence will be recorded as ILLEGAL. The accumulation of three illegal absences could result in a hearing citation being issued through the local magistrate. Please return this form to your child's teacher tomorrow. Thank you for your attention to this matter.

Sincerely,

Dr. Erin Durkin

Principal

Student Name _____

Teacher _____

Date(s) of Absence _____

Reason for Absence:

Doctor Appointment _____

Dentist Appointment _____

Hospitalization _____

Ill _____

School-Approved Vacation _____

Funeral _____

Other: Please state specific reason _____

Parent/Guardian Signature _____

Date: _____