



# THE SCHOOL DISTRICT OF PHILADELPHIA

## [Parental Notice of Absence \(Written Note\)](#)

Pursuant to the District's attendance policy, written excuse notes explaining the absence, must be given to the school within three (3) days upon the student's return to school. If the note is not submitted to the school within the required time frame, the day(s) may not be excused. Written excuse notes must include a valid telephone number or other means of contact for verification purposes.

- All absences resulting in a total of three (3) or more consecutive days will require a written excuse note by a licensed healthcare provider.
- For absences that do not total three (3) consecutive days, parents may submit a written excuse note stating the reason for the absence. Excuse notes from a healthcare provider may also be submitted in lieu of a parent note for any absence.
- When a student has been absent totaling eight (8) days (cumulative) and notes from a parent have been handed in to the school, all absences following the eighth (8th) day must be from a professional.
  - ["Written" notes turned in by parents can be submitted](#) *(please reference the Truancy Protocol under 'Expectations and Responsibilities' first point for School Staff)* via email, text message, Google doc, and/or class dojo messaging– any form of electronic communication.
  - Phone calls are not an acceptable form of an absence note.
  - Any form of "written" note should be turned into the secretary for reconciliation.

When accepting a "written" note from a parent, the note must include the following information: student name, date of absence, and valid telephone number for verification purposes ([Attendance Expectations – Student Rights and Responsibilities](#)).

Hard-copy notes will still be accepted in any language! Here is the [Link](#) for blank absent notes.

Any further questions please contact the (your) Learning Network Attendance Coach, or The Office of Attendance and Truancy, or email your question to [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org)