



**HIGH SCHOOL ATTENDANCE ABSENCE**

WHEN THE STUDENT IS ABSENT OR GOING TO BE ABSENT A PARENT OR GUARDIAN MUST NOTIFY THE ATTENDANCE OFFICE BY PHONE (914)-248-8591 AND EMAIL at [hsattendance@somersschools.org](mailto:hsattendance@somersschools.org)

The law requires that ALL absences be verified by a note from a parent or guardian. The school may verify the note by telephoning the parent or guardian. All un-cleared absences will be considered CUTS and referred to an assistant principal.

Please complete the following form and return it to the school within 24 hours of the student's return to school.

Today's date \_\_\_\_\_

Student's legal name/grade \_\_\_\_\_

Exact # of days absent \_\_\_\_\_

Dates of absence(s) \_\_\_\_\_

Specific reason for the absence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

Print name of parent or guardian \_\_\_\_\_

Telephone # and email where parent or guardian can be reached for notification

\_\_\_\_\_

**If a student misses four or more periods of school in a given day, he/she will NOT be allowed to participate in or attend school activities after school or in the evening on the day of the absence(s).**