Parent Note Absence/Late Arrival/Early Dismissal

District Attendance Procedures
- Call the attendance office at 201-762-2306 to report your student’s absence. Voicemail is available for parents 24 hours a day/7 days a week.
- Parents are required to submit a written note to the Attendance Office within 5 days of the absence. A parent note is required regardless of the type of absence.

Student ID # (Required):_________________ Grade level (Circle one): 9  10  11 12

Student Name (Print): ____________________________

List Date(s) of Absence/Late Arrival/Early Dismissal below:
________________________________________

(Check Applicable)

☐ Is returning to school after ______ days of absence due to occasional illness (cold, headache, etc.)

☐ Other Reason: ________________________________________________________________

☐ LATE ARRIVAL
Time arriving at school: ________________
Reason __________________________________________________________

☐ EARLY DISMISSAL
Reason __________________________________________________________
Time for early dismissal: ________________

Parent/ Guardian Signature: ________________________________

Date: __________________________________________________________