



Rahway Public Schools

Student Absence Form

Today's Date:	Date(s) of Student's Absence:
Student's Name:	Student's Grade Level:
Student's School:	Homeroom Teacher:
Number of Absences This School Year:	Number of Absences This Semester:

Reason for absence: _____

Parent/Guardian Name (Please Print)

Phone Number

Parent/Guardian Signature

This form is to be returned after each student's absence.

Student Makeup assignments are due the equal amount of days absent – i.e. if a student is absent two days, the student will have at least two days to make up their work after collecting assignments

Attendance Protocol

A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities:

1. A student will be considered to have attended if he or she has been present at least four hours during the school day.
2. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic participation will be considered to be in attendance.
3. A parent note is acceptable for an absence of no more than three consecutive days. Any absence lasting more than three days, this form MUST include a note signed by a licensed medical physician. Excuse notes (medical, religious, etc.) MUST BE submitted within five days upon returning to school. Upon the student's return to school from an excused absence, the note will be placed in the attendance office to be filed for future reference. Any student accumulating 14 or more absences before April 1st will be given an Attendance Appeal (Rahway High School Only)

Not Excuse

Grade Level Administrator's Signature

Counselor contact _____

Excuse

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