



**Minersville Elementary Center and Llewellyn Early Childhood Center**

<b>Student Name:</b>
<b>Grade:</b>
<b>Parent/Guardian Signature:</b>

**TARDY**

My child was late on \_\_\_\_/\_\_\_\_/\_\_\_\_

because:\_\_\_\_\_

**EARLY DISMISSAL**

My child will be dismissed on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_

for:  Medical/Dental Appt.  Funeral  Court

Other \_\_\_\_\_

Returning?  YES  NO

(Provide Official Documentation Upon Returning)



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Minersville Area School District's Policy for EXECUSAL FOR APPOINTMENTS:

Approval for early dismissal is NOT AUTOMATIC. The principal will determine the validity of the reason for such dismissal. As much as possible, all appointments should be scheduled for after school. However, if this is not possible, then the following procedures must be followed: 1. A note from the parent/guardian or an appointment card stating the reason for the absence must be submitted to the office before 1st or Activity period. A phone number should be included at which the appointment can be verified. When the student returns to school after the appointment, a note or appointment card should be turned in at this time. 2. When time permits—as determined by the principal failure to report to school before or return to school after an appointment will be considered “truancy” and appropriate disciplinary action will be taken. (An appointment will RARELY be considered an excuse for a FULL DAY’S ABSENCE.) 3. At the time of the student’s arrival or return to school, the student is to report to the office and sign in.

Policy of Tardiness:

Tardy students should proceed directly to the office; not a locker, lavatory, or classroom. They will be given a pass which will admit them to class. Students who do not sign-in will be given penalties for cutting class and/or disobedience. Excused/Unexcused—To be “excused” a student must present a written acceptable note to the office upon entering. If a note is not presented at that time, the tardy is irrevocably “unexcused”. A student who claims illness 3 times as an excuse will be required to bring medical verification for all subsequent tardies, or have time considered unexcused and/or truant. Only one “emergency” note per semester will be accepted as an “excusable” tardy. **OVERSLEEPING IS NEVER AN EXCUSE FOR TARDINESS NO MATTER WHOSE FAULT IT IS.** Students, who are both tardy & unexcused for more than one full period, will have periods totaled and counted toward truancy, with resultant fines, legal action, etc.

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