



# Electronic Absence Notes

## Accepted at all Penn-Delco schools



Fill out and complete this note by hand in its entirety. Notes not completed, signed, and dated **by district-recognized parent or guardian** will not be accepted. Electronic signatures will not be accepted.



Scan or photograph completed note and attach to your email (email must be one that is listed in your Skyward contacts.)



Send to the attendance department of your child's school (see below) **within five (5) days of your child's last absence**. Notes must be sent to attendance email. Attendance email addresses should be used for attendance only.

- Aston Elementary: [ast-attendance@pdsd.org](mailto:ast-attendance@pdsd.org)
- Coebourn Elementary: [coe-attendance@pdsd.org](mailto:coe-attendance@pdsd.org)
- Parkside Elementary: [pks-attendance@pdsd.org](mailto:pks-attendance@pdsd.org)
- Pennell Elementary: [pen-attendance@pdsd.org](mailto:pen-attendance@pdsd.org)
- Northley Middle School: [nms-attendance@pdsd.org](mailto:nms-attendance@pdsd.org)
- Sun Valley High School: [svhs-attendance@pdsd.org](mailto:svhs-attendance@pdsd.org)



Forwarded emails from other accounts other than email on file will not be accepted.

---

### Penn-Delco School District Absence/Late/Early Dismissal Note

Circle one:      **Absence Note**                              **Late Arrival**                              **Early Dismissal**

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Date of Absence/Late Arrival/Early Dismissal: \_\_\_\_\_

Early Dismissal Time \_\_\_\_\_ Late Arrival Time \_\_\_\_\_

Reason for Absence/Late Arrival/Early Dismissal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/guardian Name \_\_\_\_\_ Phone# \_\_\_\_\_

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_