



Submitting Electronic Absence Notes

Electronically submitted absence notes are accepted at PDS D schools. Please follow the submission requirements below:

- Parent/guardian prints out and completes the Absence/Late/Early Dismissal Note form (below). The form must be fully completed, signed, and dated.
- Parent/guardian scans or takes a picture of the signed form.
- Parent attaches the scan/picture to an email.
- Parent/guardian sends the email with note attached to the designated school email address for absence notes. **(Each school has its own attendance email account.)**
 - ast-attendance@pdsd.org Aston Elementary School
 - coe-attendance@pdsd.org Coebourn Elementary School
 - pk-attendance@pdsd.org Parkside Elementary School
 - pen-attendance@pdsd.org Pennell Elementary School
 - nms-attendance@pdsd.org Northley Middle School
 - svhs-attendance@pdsd.org Sun Valley High School
- Email must be sent from email address on record in eSchool.

Please note:

- Electronic signatures will not be accepted. Absence notes must be hand-signed by parent/guardian.
- Only emails with a signed and dated absence note attached will be accepted.
- Emailed notes must be sent directly to the designated email account for each school (see above). Staff may not forward absence note emails to the designated account.
- Absence note forms must be fully completed.
- The designated email account is for absence notes only. All other content should be sent to the appropriate school staff member directly.

 PENN-DELCO SCHOOL DISTRICT
 Absence/Late/Early Dismissal Note

School: _____

Circle One: Absence Note

Student Name: _____

Late Arrival

Date of Absence: _____

Early Dismissal

Reason for Absence/Late Arrival/Early Dismissal: _____

Parent Name: _____

Parent Signature: _____

Phone Number: _____

Date of Signature: _____