

State College Area School District  
 Report of Illegal Absence  
 As A  
**First Offense**

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

Date of Report: \_\_\_\_\_

Student's Name:	D.O.B:	Gender:	Student ID No.
Parent's Name:	Address (including Apt. No.):		Phone Number:

\_\_\_\_\_, a student in grade \_\_\_\_\_ has been unlawfully absent from school 3 or more days, or the equivalent, on the following dates:

\_\_\_\_\_

\_\_\_\_\_

For each of the absences listed above, the parent or guardian received an email or safe at school arrival phone call providing them with information about attendance regulations and the importance of submitting an excuse note. It is required by PDE that formal "first offense" notification be sent to parents or guardians when 3 days, or the equivalent, of unlawful absences have occurred.

Excuse(s) for the above absence(s) is/are on file. Yes \_\_\_ No \_\_\_

Reason (s) for the excuse(s) is/are as followed:

Date: \_\_\_\_\_ Excuse: \_\_\_\_\_

Date: \_\_\_\_\_ Excuse: \_\_\_\_\_

Date: \_\_\_\_\_ Excuse: \_\_\_\_\_

Principal or Designee Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Principal or Principal Designee's Signature

\_\_\_\_\_  
 Assistant Superintendent's Signature

\*\* Send original to the Assistant Superintendent's office they will forward to the Home and School Visitor.