
Parent's/Guardians' Name

Address

Contact Information

Principal's Name

School Name

School Address

Request for Attendance Record Correction

Date _____

Dear Principal _____,

I am writing to request that attendance record for my child _____ whose date of birth is _____ be corrected. (If applicable: I require interpretation and translation services _____. My child communicates using _____. I communicate using _____.) My child is a _____ grader. My child's attendance record is incorrectly showing that my child was absent on the following dates _____. These unexcused absences need to be corrected due to one or more of the following reasons:

- My child was **present at school** during the following dates _____ and needs to be marked present.
- I submitted a timely **excuse note** to _____ on _____ by _____. These absences should be marked as excused.
 - I have reattached the note to this letter
- The school did not provide required **transportation** on the following days _____. These absences should be marked as excused.
The bus did not come

My child did not receive a needed transpass
My child's specialized transportation guaranteed by an IEP or §504 Plan did not come

- My child was **suspended** from school on the following dates _____.
These absences need to be marked excused.
I have attached the Suspension Notice to this letter.
- My child was in a **partial or full hospitalization** at _____ during the following dates. These days should be marked as excused.
- My child's **recognized disability** of _____ **caused these absences**.
- My family was **experiencing homelessness** on the following dates _____. The Pennsylvania Department of Education specifies that these absences must be considered excused.
- My child needed to **attend court due to involvement with foster care, juvenile justice or truancy**. The Pennsylvania Department of Education specifies that these absences must be considered excused.
 - o I have attached the Court Order to this email.

Please reach out to me if you have any questions. I can be reached directly at _____.

Sincerely,

Signature

Date

Cc: Main Classroom Teacher(s) _____