Instructions

For Tardy/Early Dismissal - Please print, complete the form below and send with your child to be turned in at school.

For Absences - **Please print and complete the form below, then scan or take a picture and email to the appropriate school email address for your child**. You can also print and send in with your child when they return to school.

- Strath Haven High School  shhs-attendance@wssd.org
- Strath Haven Middle School  shms-attendance@wssd.org
- Nether Providence Elementary School npe-attendance@wssd.org
- Swarthmore Rutledge Elementary School  srs-attendance@wssd.org
- Wallingford Elementary School  wes-attendance@wssd.org

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Wallingford-Swarthmore School District
Official Absence/Tardy/Early Dismissal Note

Student ___________________________ Grade _______ Phone No. ____________________________

Absent Date(s) _______ Reason ____________________________

Tardy Date _______________ Time In ________ Reason ____________________________

Early Dismissal Date _____________ Time Out __________ Reason ____________________________

Note: A written explanation for a child's absence is required by the School Code of Pennsylvania within three (3) days of the student's return to school. Any absence of 3 or more days requires a Doctor's note.

______________________________
Parent/Guardian Signature

Parent/Guardian signature is required or the note will not be accepted