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**Cumberland County Board of Education**  
**Administrative Procedures**

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Revised: 10/27/16	Procedure: Absentee Procedure	Policy Reference: 6.200
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Written excuses are submitted for absences and tardiness within five (5) school days after student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused. All student absences are verified. The note should include:

- Student name
- Date and reason for absence
- Phone number where parent or guardian may be reached
- Parent/guardian's signature

If you have five (5) unexcused absences for the school year, the school is required to turn your name in to the Attendance Office, who may refer you to Truancy Court or Juvenile Court for action.

If, for medical reasons, you must be absent ten (10) days or more at a time, it is advisable that you consider temporary Homebound assignment. Contact the Attendance Office for information on Homebound Assignment.