



# Lake Seneca Elementary School

Student Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence:

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Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

In order to excuse an absence, MCPS requires that all parents notify school through written notice. An absence note should be sent to school upon the student's return. A phone call will be taken into account but will not excuse the absence.

Parents may notify school the day of by emailing the student's teacher or by emailing the attendance secretary at [Yareli\\_Martinez@mcpsmd.org](mailto:Yareli_Martinez@mcpsmd.org).

Parents please note that we accept a parent note for 3 consecutive absences. After 3 consecutive absences we require a doctor's note.