Submitting Electronic Absence Notes

Electronically submitted absence notes are accepted at PDSD schools. Please follow the submission requirements below:

- Parent/guardian prints out and completes the Absence/Late/Early Dismissal Note form (below). The form must be fully completed, signed, and dated.
- Parent/guardian scans or takes a picture of the signed form.
- Parent attaches the scan/picture to an email.
- Parent/guardian sends the email with note attached to the designated school email address for absence notes. (Each school has its own attendance email account.)
  - ast-attendance@pdsd.org Aston Elementary School
  - coe-attendance@pdsd.org Coebourn Elementary School
  - pks-attendance@pdsd.org Parkside Elementary School
  - pen-attendance@pdsd.org Pennell Elementary School
  - nms-attendance@pdsd.org Northley Middle School
  - svhs-attendance@pdsd.org Sun Valley High School
- Email must be sent from email address on record in eSchool.

Please note:
- Electronic signatures will not be accepted. Absence notes must be hand-signed by parent/guardian.
- Only emails with a signed and dated absence note attached will be accepted.
- Emailed notes must be sent directly to the designated email account for each school (see above). Staff may not forward absence note emails to the designated account.
- Absence note forms must be fully completed.
- The designated email account is for absence notes only. All other content should be sent to the appropriate school staff member directly.

Penn-Delco School District
Absence/Late/Early Dismissal Note

School: ___________________________  Circle One: Absence Note
Student Name: ________________________
Date of Absence: _______________________
Reason for Absence/Late Arrival/Early Dismissal: ______________________________________

____________________________________________________________________________________

Parent Name: _________________________  Parent Signature: __________________________
Phone Number: ________________________  Date of Signature: _______________________