



Pottstown High School

Attendance Office

Mr. Jon Ross, Student Services Coordinator – (610) 970 – 6710

School use only:

Excused

Unexcused

Unlawful

Absence and Lateness Excuse – Complete all requested information

Student's Name:

Age:

Parent/Guardian Name:

Home Phone Number:

Work Phone Number:

Date(s) of Absence(s):

Date of Lateness:

Reason for absence(s) or lateness: (If the student is late, include the time he/she should arrive to school.)

Parent/Guardian Signature: