



Pennsylvania State Law requires an explanation from a student's parent/guardian for each ABSENCE, TARDY, or EARLY DISMISSAL. (Absence excuse must be presented within 3 days of student's return.)

This completed "A Note to CWCTC from HOME" or a Written Excuse may be . . .

Presented to: CWCTC Attendance Office
Emailed to: attendance@cwctc.org
or Faxed to: 724-925-1423

P L E A S E N O T E
Excuses must be presented to CWCTC and Your Sending School.



A Note to CWCTC from HOME

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To: CWCTC ATTENDANCE OFFICE Date: _____

To: CWCTC ATTENDANCE OFFICE Date: _____

From: _____
Parent/Guardian Name Printed

From: _____
Parent/Guardian Name Printed

Student's Full Name: _____

Student's Full Name: _____

Student's Grade: _____ School District: _____

Student's Grade: _____ School District: _____

Student's CWCTC Program: _____

Student's CWCTC Program: _____

Student's Instructor: _____ AM or PM

Student's Instructor: _____ AM or PM

(Check Applicable)

(Check Applicable)

WAS ABSENT on _____

WAS ABSENT on _____

Reason: _____

Reason: _____

IS TARDY due to _____

IS TARDY due to _____

WILL BE PICKED UP EARLY by _____

WILL BE PICKED UP EARLY by _____

at _____: _____ AM or PM because of _____

at _____: _____ AM or PM because of _____

OTHER _____

OTHER _____

Thank you,

Thank you,

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date