

**MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 1**  
***Pine Street Elementary School***

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**50 PINE STREET**

**PRESQUE ISLE, MAINE 04769**

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**Loretta J. Clark, Principal**  
**Email: [clarkl@sad1.org](mailto:clarkl@sad1.org)**

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Dear Parents/Guardians,

Every child's attendance record is very important to us at Pine Street Elementary School. When children are late and/or absent, they are missing important academic instruction within their classroom. When this becomes a regular problem, children begin to form poor habits at an early age. It is important that children attend school regularly. **Our school hours are 8:10 a.m. to 2:30 p.m.**

By state law, we are required to have an excuse for your child's absence from school. Please remember to call the school when your child is absent so that we will not have to mark this as an unexcused (truant) absence. You may send a note upon the day that your child returns to school stating the reason for his/her absences, if you prefer to write a note instead of calling the school. However, we need either a phone call or a note to be considered as an excused absence.

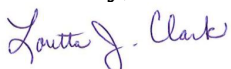
Please note the following are acceptable excuses for pupil absences and tardiness:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of the regular school day
3. Observances of recognized religious holidays
4. Emergency family situations
5. Planned absence for personal or educational reasons which has received prior approval from the principal

Certainly, we do not want you to send your child to school if he/she is truly ill, but we do wish to encourage the very best possible attendance in order for your child to gain the best educational experience at our school.

Please note that repeated absences may require a note from the doctor/clinician that your child had an appointment with. Your child is marked as tardy, if they come into school after the daily beginning bell time for the session/s. A parent/guardian must also come into the office to sign in your child, if they are tardy on any given day. Thank you for your assistance and cooperation with this issue.

Sincerely,



Mrs. Loretta J. Clark  
Principal