

# EMAIL REFERENCE SHEET

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# NOTES ABOUT... NOTES

The Maryland Department of Education requires that schools verify the reason for student's absences in writing. Hampstead Elementary accepts absence notes either handwritten to the teacher or sent by email to:

[hamattendance@carrollk12.org](mailto:hamattendance@carrollk12.org). You may also call the office at 410-751-3420 to report an absence.

In an effort to assure all absences, late arrivals, and early dismissals are clearly documented, please make every attempt to follow the below procedures.

- Use full names on notes. We have multiple children with the same first names. We also have parents with different last names than their children.
- Either copy the teacher when sending the email or put the child's teacher's name in the body of the email. Emails sent to: [hamattendance@carrollk12.org](mailto:hamattendance@carrollk12.org) are forwarded to the teacher so they are aware the child will not be in class or may be leaving early that day.
- State the reason for the absence. (sick, injury, vacation day, doctor or dentist appointment) Notes saying "won't be in school today" are coded O21- unlawful.
- Please include the date or range of dates the child(ren) will be absent.
- All absentee and early dismissal notes should be sent to [hamattendance@carrollk12.org](mailto:hamattendance@carrollk12.org) no later than 10:00 AM to avoid getting the automated absentee phone call.
- All Parent Pick Up notes should be sent to [hamattendance@carrollk12.org](mailto:hamattendance@carrollk12.org) no later than 3:15 PM to ensure the child and teacher are notified of the change.
- **PE NOTES:** All notes dismissing students from PE should be sent to [hamattendance@carrollk12.org](mailto:hamattendance@carrollk12.org) and copied to the homeroom teacher. Parent notes are acceptable for one day only excuses from PE. Doctor notes are needed for longer periods of not participating in PE. Doctor notes are also needed to resume PE. If a parent requests a child does not participate in PE, they will also be limited in recess activities they may participate in until medical clearance is received from the doctor.

Thank you for your help in clearly communicating your child's attendance to the teachers and office staff.