



## PES Announces a Change!!!

### NEW PARENT/GUARDIAN ATTENDANCE PROCEDURE

We at Providence Elementary School are pleased to announce an addition to our attendance procedures that we believe will be more user friendly for our parents, and our staff.

Listed below are the three methods you may use to excuse an absence:

1. Parents may email Providence Elementary School at: [ProvidenceES.Attendance@fcps.edu](mailto:ProvidenceES.Attendance@fcps.edu) Please include the child's name, teacher and reason for absence.
2. Call the Attendance Office at **(703) 460-4444** before 7:45 am and leave a voice message (all messages will be logged for reference)
3. Send a signed and dated note to school with your student to be handed into the attendance office.

***Please note:*** In each procedure mentioned above, you need to include the student name, date of the absence and reason for the absence. If you opt to send an email, please use a signature line to identify the sender. If you choose to send a written note, please sign and date the note.