

# *Parsippany-Troy Hills Township Schools*

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## **PROCEDURES FOR REPORTING STUDENT ABSENCE**

When your child is ill and will be absent from school please call the main number of the school your child attends and follow the voice prompt to reach the Child Safe Line. Please leave the information requested below, in detail to allow us to insure the health and safety of all students.

- 1) Date of absence
- 2) Child's full name (please spell last name)
- 3) Grade, Teacher and/or Homeroom
- 4) Specific symptoms of illness
- 5) If the illness is flu-like (e.g.: Fever of 100° F or greater with sore throat or cough) please indicate this information in detail.



**NOTE:** Any child with a fever above 100° F with flu-like illness must stay home until at least **24 hours after their fever is gone, without using fever-reducing medicines** like acetaminophen or ibuprofen as the CDC recommends.

If there is no report of why a child is out sick or what the illness symptoms are, you will be contacted for further information regarding your child's absence.

**REMEMBER:** The following good hygiene practices will also help reduce the risk of infection:

- Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a waste basket and wash your hands.
- Wash your hands after coughing, sneezing, or blowing your nose.
- Use soap and water and wash your hands for 20 seconds; or
- Use an alcohol-based gel hand sanitizer (at least 62% alcohol) or alcohol-based hand wipes; rub these on the hands until the liquid or gel dries.



*Stay Home if you are sick, limiting  
your contact with others helps  
prevent the spread of illness.*