

Dear Parents,

This letter is to remind you of our new responsibility to provide general student health information to the Pima County Health Department if needed. **With the exception of a diagnosed case of Covid 19 or other highly infectious disease, names of children will be kept confidential.** To this end, we are standardizing how to report an absence. Please use the script below when you call or email the Front Office in the morning to report an absence, which you are asked to do before 9 AM. Also, please CC any email regarding an absence to **Ms. Miranda at [dmiranda@stjoseph Tucsonaz.org](mailto:dmiranda@stjoseph Tucsonaz.org)** If information is missing, you may receive a call. If your child is absent and we haven't heard from you, you will be called. A completed sample report follows the list of reasons for an absence below.

Good morning. This is \_\_\_\_\_.  
full name of person calling

My \_\_\_\_\_ will be absent today.  
relationship of child to caller and child's full name

\_\_\_\_\_ is in \_\_\_\_\_  
name of child grade level

He/she is out today because \_\_\_\_\_  
Choose from numbered list below, 1—8

1. Illness. Symptoms include \_\_\_\_\_

\*Feeling feverish or has a measured temperature greater than or equal to 100.0 degrees Fahrenheit.

Please state exact temperature if it was taken with a thermometer.

- |                       |                                    |
|-----------------------|------------------------------------|
| * Cough               | *Sore throat                       |
| *Difficulty breathing | * Shaking or exaggerated shivering |
| *Shortness of breath  | *Significant muscle pain or ache   |
| *Headache             | *Diarrhea/Vomiting/Stomach ache    |
| *Chills               | *Runny nose/Congestion             |
| * Nausea              |                                    |

**Please name all symptoms, including any not on the list above.** Do you have a diagnosis from a medical professional? If so, please add that to your report.

2. Family illness. Please specify only if Covid related.

3. Transportation issue

4. Personal family matter

5. Family out of town

6. Injury

7. Medical appointment

8. Other. Please specify.

**SAMPLE:**

Good morning. This is Jeanne Heintz.  
full name of person calling

My son John Conner will be absent today.  
relationship of child to caller and child's full name

John is in 5<sup>th</sup> grade  
name of child grade level

He is out today because he is ill, with a temperature of 100.8 and a sore throat.