

**Franklin Towne Charter Elementary School
Absence Note to Return to School**

**Franklin Towne Charter Elementary School
Absence Note to Return to School**

Student's Full Name: _____

Student's Full Name: _____

Grade: _____ Room: _____

Grade: _____ Room: _____

Date(s) of Absence(s): _____

Date(s) of Absence(s): _____

Reason for Absence: _____

Reason for Absence: _____

Parent Name: _____

Parent Name: _____

Parent Phone Number: _____

Parent Phone Number: _____

Parent Signature: _____

Parent Signature: _____

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Parent Name: _____

Parent Name: _____

Parent Phone Number: _____

Parent Phone Number: _____

Parent Signature: _____

Parent Signature: _____

Absence Note Reminders:

- In order for your child's absence to be excused, the school must receive this note from the parent or guardian within 72 hours of your child's return to school.
- Notes will not be accepted later than 72 hours of the return date.
- When a student is absent for more that two consecutive days, a doctor's note must be provided in order for the absences to be excused.
- For more copies of this sheet, please download from the "Policies & Forms" section of the school's website.