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(Student's FIRST name)

(LAST name)

## **Redwood High School CLEARING ABSENCES**

Parents should report the reason for any absence their student has from school within 48 hours of the date of return. All absences may be reported through the Main Office with either a phone call or a note. If phoning, please excuse students through our voice mail number, **537-3193, ext. 7551**. If you are writing a note, you must have an Absence Signature Form on file. This will ensure only notes written by a parent or guardian will be accepted. If calling voice mail or writing a note, please include the following information in your message:

- Person calling, including relationship to student (parent, guardian, etc.)
  - Student's name
  - Date of absence
  - Telephone number
  - Period(s) absent
  - Reason for absence
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### **Absence Signature Form**

I/We understand that absences should be cleared by telephone or in writing. In the event I am unable to call and must send a note, only the following parent/guardian signatures will be accepted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian 1 FIRST, LAST Name Relationship to Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian 2 FIRST, LAST Name Relationship to Student