



Date: _____ Students Name: _____
(First) (Last)

Grade: _____ Teacher: _____

___ Is returning to school after an **absence** of ___ consecutive day(s) _____
Date(s)

___ Doctor's excuse is attached

___ Parent's excuse

*(K-5), a parent or guardian may excuse ten (10) days of absence each year
(Grades 6-12), a parent may excuse four (4) excused days of absences per grading period*

*All other absences beyond this without a doctor's note will be unexcused.
(Failure to bring a note within two (2) days (k-5) or within three (3) days (6-12) shall result in an automatic unexcused absence.)*

Reason for absence (Note: This counts as a parent's note with reason) _____

***Parents may excuse only 5 tardies and/or early dismissals per year**

___ Is **tardy** (late) because _____

___ **Early dismissal** for today only (check appropriate reason below)
*Early Dismissal is defined as anytime **over** one minute of one half day of school, anything **less** than one minute of one half day will be considered an absence, **NOT** an early dismissal.*

___ Doctor's Appointment

___ Orthodontist Appointment

___ Wasn't feeling well – list illness _____

___ Other _____

X(Signature): _____

Phone number where I can be reached TODAY _____

*This note should be used for ONLY (1) child.
This note is valid for ONLY one (1) day (except for consecutive absences).*