

Sample School Absence Note

My child _____ was:
(Please print student's full name)

Absent all day Tardy, arrived at _____ Dismissed early at _____

Excused absences include (check one):

- | | |
|--|--|
| <input type="checkbox"/> Illness (<i>provide documentation if available</i>) | <input type="checkbox"/> Observation of religious holiday |
| <input type="checkbox"/> Family emergency or exceptional situation | <input type="checkbox"/> College visit (<i>seniors only</i>) |
| <input type="checkbox"/> Court/legal matters | <input type="checkbox"/> Other (<i>please explain below</i>) |

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian daytime phone number: _____

Please provide completed form to Mrs. Platosh in the attendance office on the day student returns to school.