

PARENT/GUARDIAN NOTES FOR VERIFIABLE EXCUSED ABSENCES, TARDY, LATE TARDY. TURNED IN TO THE ATTENDANCE SECRETARY Andrea Connor

To expedite and keep track of our students who are gone from school we are asking that notes from the home be filled out on this single form. Please know that notes, calls from home are not to be misrepresented or forged!

Students Full Name _____ Year In School 9th 10th 11th 12th

Absence Month _____ ABSENCE DATES _____ Year _____

Parent/Guardian Home Ph # _____ Cell # _____ Work# _____

Parent/Guardian e-mail _____

Type Of Absence #1 #2 #3 #4 #5 #6 #7 Circle One and explain the absence.

Parent/Guardian Signature _____ Print _____

State Verifiable Absences Please Circle One That You Will Be Using. Non-verifiable Absences will be considered a TRUANCY. Any absence not excused in '5' school days by a Parent/Guardian will be an AUTOMATIC truancy. **1) Illness 2) Death in Family 3) Documented Medical Appointment 4) Family Emergency 5) School Activity 6) Family Vacation 7) Other absences may be considered as a valid excuse by school administration**