

Parent Notice of Student Absence

Today's Date: _____ Teacher _____

Student's Name _____

Please excuse my son/daughter for being absent on _____ (Dates)

Reason for absence: _____

Signature of parent/guardian _____

After a student has accumulated ten (10) absences at the elementary or middle school level which have been excused by parent note(s), documentation from a health care professional. It is expected that all notes be submitted to the attendance secretary within five (5) school days of the student's return to school. Absences for which notes are not received within five (5) school days are subject to being classified as UNEXCUSED,