ABSENCE EXCUSE NOTES
For each absence, please return the completed excuse note to your child’s teacher.

EXCUSE FOR ABSENCE
Name_________________________________________ was absent from school on ___________________________. An explanation from the parent or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

Homeroom Teacher/Number_________________________________________

The reason for absence was ____________________________________________

_____________________________________________________________________

Date _________________Signature of Parent/Guardian ____________________________________

A doctor’s note is required for three days or more of absence. This excuse must be kept on file for the Inspection of School Officials.

NOTE: Parents must provide a written excuse for all absences within 3 days of the date of absence or the absence will be considered “unexcused”. Your cooperation in sending excuse notes to school on the day your child returns from an absence will assist us in accurate, efficient record keeping.