

ELEMENTARY SCHOOL EXCUSE NOTE

Please fill out and submit this form when your child is absent.

Please explain why your child was absent. Documentation must be received within 2 days of your child returning to school. If your child is out 5 or more consecutive days, a note from his/her doctor must be brought in. After 3 days with no note your child's absence will be marked as unexcused.

My child, _____, was absent from school on:

List specific dates _____

Specific reason for absence _____

Parent's signature _____ Date _____

Homeroom Teacher _____ Date _____

Principal's signature _____ Date _____

FOR OFFICE USE ONLY

Date received _____

Was excuse note received within 2 days of absence? Yes No

Was note from doctor received for 5 consecutive absences? Yes No

Attendance Secretary entered in Power School: Excused Unexcused (initials) _____