

Saltillo High School Parental Excuse Note**

All parental notes (no phone calls will be accepted) should include the following information. This form may be printed for your convenience.

Student's Legal Name (1st & last name) _____

Date(s) of Absence _____

Please excuse _____ for being absent on the date(s) listed above.
Student's Full Name

Please check the reason the above student was absent on the above date(s).

1. _____ Illness/injury
2. _____ Death or serious medical issue of an immediate family member
3. _____ Court Appearance
4. _____ Other reason

Explain _____

Excuses must be received within 3 days upon the student's return to school. If an excuse is not received in the required time, the absence will be considered unexcused and the student will receive a zero (0) on any missed work. Students must turn excuses in to the office either before the 1st period tardy bell, during their break, or during their lunch. **It is the student's responsibility to obtain an excuse from the school office, as well as, to ask their teacher for make-up work.**

Parent/Legal Guardian's Signature _____

Contact number _____

Date _____
mo/day/yr

****Students are only allowed 6 parental notes each semester. Any other absences must be doctor/dentist excuses, etc.**