**EXCUSED ABSENCE FORM**

**The Guilford County School System’s policy states that if a student is absent, the parent/guardian must send a note with the dates(s) of the absence, the reason for the absence, and the parent’s /guardian signature, within three days of the absence, otherwise it is considered an unexcused (unlawful) absence.**

**Parents will be notified each evening through an automated Page High voice message that their student was tardy or absent from a class or some portion of the day.  Parents should contact our Attendance Secretary for the specific class that he/she was tardy or absent.**

**The following absences are considered lawful absences according to the NC State Board of Education Attendance rules:**

**(a) Illness/injury, (b) Death in family, (c) Religious observances, (d) Educational opportunity,**

**(e) Medical/Dental Appointment,** (f) **Quarantine,** (g) **Court proceedings, (h) Suspension, (i) Expulsion**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  |  |  |
| Student Name |  |  |  |
| Grade Level |  |  |  |
| Parent/Guardian |  |  |  |
| Mailing Address |  |  |  |
| Email |  |  |  |
| Phone Number |  |  |  |

 Explanation of Absence (Attach Doctor’s note, etc. if necessary)

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