



Rankin County School District

TRADITION OF EXCELLENCE

RICHLAND ELEMENTARY SCHOOL

200 Spell Drive
Richland, MS 39218
601.939.4375

ABSENCE EXCUSE FORM



Date: _____

Child's Full Name: _____ Grade: _____

Teacher: _____

Was unable to attend school on: _____
DATE(S)

Due to: _____

Illness: _____
SPECIFY TYPE

Other: _____
DETAILS REQUIRED

Cell #: _____ Parent / Guardian: _____
SIGNATURE

Daytime #: _____

Note: The Rankin County Student Handbook states:

EXCUSED ABSENCES

"These written notes must be received on the day of return to school if the absence is to be excused. After (3) excused absences per nine weeks based on parental notes, a doctor's excuse will be required for excusing an absence." After the third absence, please attach doctor's note to this form

UNEXCUSED ABSENCES

... "Any student who has accumulated 5 unexcused absences during the school year will be reported to the truancy officers."