

Grade _____ Date of Absence _____

EXCUSE FOR ABSENCE OR TARDINESS

Regular Attendance is Essential for Success

_____ was **TARDY** or **ABSENT** (circle one).

*The State Law requires an explanation from the guardian in each case of absences or tardiness turned in within **3 days**. Kindly state the reason below.*

The reason for the ABSENCE or TARDY (circle one) was:

Date Guardian Signature Phone #

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