

**Excuse for Absence/Tardy**

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Name \_\_\_\_\_  
was \_\_\_\_\_ absent/tardy (circle one)

from school on \_\_\_\_\_  
(date of absense/tardy)

An explanation from the parent/guardian for each  
absense/tardy is necessary for admission to school.  
Please write the reason below.

The reason for absense/tardy was:  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

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