

**Paul Peacock**  
Principal



**Christopher Tincher**  
Assistant Principal

DATE: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

DATE(S) OF ABSENCE(S):  
\_\_\_\_\_

REASON(S) FOR ABSENCE(S):  
\_\_\_\_\_

PLEASE NOTE: Student absences may be excused by a parent or guardian note, up to 5 per semester for a total of 10 days per year, as long as the student has not exceeded 15 days total absences for the school year. ( Semester 1 includes the months of August thru December. Semester 2 includes the months of January thru May). Beyond the allowable parent notes, an Administrator may excuse an additional 5 days per school year, for extreme circumstances, notified in advance, as long as the student has not exceeded 15 days of absences per school year. After a total of 15 days, all absences can only be excused by a doctor's note or court order.

Allowable reasons for the student absences to be excused by the parent note include: student illness, death in the immediate family, or a family emergency. Family vacations, visiting relatives or trips are NOT considered excused absences.

\*\* All notes must be submitted within 5 days of the student's absence(s). Students do not earn credit if the absence is unexcused.

Parent / Guardian Name: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_  
(Please Print)

Parent / Guardian Signature: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_  
(only if different from number above)