

Northgate School District
Attendance Excuse Form



Student Name

Grade

Parent/Guardian Signature

Date

*This **attendance excuse** must be turned into the Attendance Office within three days of the date of absence.*

STUDENT was ABSENT on the following day/days _____

REASON _____

*This **tardy excuse** must be turned into the Attendance Office upon students arrival to the school building.*

STUDENT was TARDY on the following day _____

REASON _____

*To **REQUEST an EARLY DISMISSAL**: Turn this attendance excuse into the Attendance Office by 9 am.*

STUDENT requires an EARLY DISMISSAL on DATE _____ TIME _____

REASON _____

Check One Only:

____ Parent/Guardian will pick student up

____ Student drove/walked to school and has permission to leave on their own

____ The following ADULT will pick up the student _____

All attendance excuses must be received within three (3) days upon return to school; otherwise, the absence may remain UNEXCUSED and make-up work may be withheld.

It is the student's responsibility to make-up any missed assignments, tests, gym classes, etc.