

Excuse an Absence Form:

A student's absence from school will be considered "excused" if written documentation of the reason for such absence has been submitted within 10 school days of the student's return to school. By submitting this form, you are providing written documentation in order to excuse your student's absence.

Absence Dates:

Student Name:

Grade:

Student ID #:

Absences 1-9: A student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

Absences 10+: For the 10th absence and all absences thereafter, documentation (such as a note from a licensed medical professional) is required to excuse the student.

Please check the reason for the absence:

- Illness
 - Mental Health Day (Limit 2 non-consecutive days per school year)
 - Appointment
 - Mandated Court Appearance
 - Family Emergency
 - Bus did not show/Bus was not on time
 - Religious Holiday
 - Other:
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Have you used all 9 of your parent excuses this school year?

**If your student has used all 9 of their parent excuses this school year, you must attach documentation to this form, such as a doctor's note, to excuse any additional absences.*

- Yes
- No
- Not Sure (Please contact your attendance counselor or office)

Parent/Guardian Name:

Parent/Guardian Signature:

Date:
