

*Parents: We have developed forms to ensure that we have accurate information when your child is out of school. Please use the forms below. You can obtain more copies from the elementary office. If you prefer to write your own, please follow the format below. Thank you for your help.*

**NY MILLS ELEMENTARY SCHOOL**  
**Excuse for**  
**Absence/Tardiness/Leaving Early**

Student \_\_\_\_\_

Grade/Teacher \_\_\_\_\_

Date of Absence(s)  
/Tardiness/Early  
Dismissal \_\_\_\_\_

Reason \_\_\_\_\_

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\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

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