



Rankin County School District

TRADITION OF EXCELLENCE

RICHLAND ELEMENTARY SCHOOL

200 Spell Drive
Richland, MS 39218
601.939.4375

ABSENCE EXCUSE FORM



Date

ABSENCE INFORMATION

Child's Full Name Grade

Teacher

Was unable to attend school on

DATE(S)

Due to

Illness

SPECIFY TYPE

Other

DETAILS REQUIRED

Cell #

Daytime #

Parent / Guardian Signature

PER RCSD POLICY JBD...

EXCUSED ABSENCES

These written notes must be received on the day of return to school if the absence is to be excused. Excused absences by parent note are not to exceed 10 days per school year. Additionally, schools will not excuse more than 3 days on parent notes in a nine week period. After the maximum excused absences by parental notes has been met, a doctor's excuse will be required for excusing an absence.

UNEXCUSED ABSENCES

Any student who has accumulated 5 unexcused days absent during the school year will be reported to the truancy officers.