

EXCUSE NOTES MUST
INCLUDE:

- . Student Name**
- . ID Number or Date of Birth**
- . Grade Level**
- . Date of Absence**
- . Reason for Absence**
- . Parent/Guardian Signature**
- . Parent/Guardian Phone
Number**

WHAT TYPES OF ABSENCES MAY BE EXCUSED?

- **Child's illness or injury** (Parent Note)
- **Family Emergency** (Approval from Principal)
- **Death of a family member** (Funeral Home Program or note from the Funeral Home)
- **Doctor or Dental Appointments** that cannot be scheduled before or after school hours (Note from Healthcare Provider)
- **Religious Holy Days** (Parent Note)
- **Court Appearances** (Court receipt required)
- **DMV for Learner Permit or Driver License** (DMV receipt required)
- **College Visit** (Must be on College Letterhead)
- **Citizenship ceremony/appointment** (letter from DHS)

HOW TO SUBMIT EXCUSE NOTES

According to Dallas ISD policy parents should turn in an excuse note within 3 days of a student returning to school.

- **Notes can be submitted by Fax 972-749-2701**
- **Notes can be emailed to elalvarez@dallasisd.org**
- **Turn in person in the attendance office**
 - Student first and last name should be on the note
 - Student ID number or Date of birth
 - Grade Level
 - Date of absence
 - Reason for absence
 - Parent/guardian signature
 - Parent/guardian phone number