



STUDENT ABSENCE NOTE

(Please type or print)

Student's Legal Name:

Student FCS ID Number (lunch number):

Grade:

Teacher:

Absent date(s):

Reason:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Phone Number:

Date:

Parent/Guardian Signature:

It is the responsibility of the student and/or parent/guardian to complete this form and return it to the school's designee within 5 days of returning to school from an absence. The coding of the absence will follow the Fulton County Board Policy "JBD Absences and Excuses". Please refer to the Medlock Bridge Parent Handbook for further information regarding attendance. Should you need to pick up school work for your child due to a one- or two-day absence, you are asked to email your child's teacher before 10:00 a.m. Materials may be sent home with another child or you may pick them up at the front office before 3:30 p.m.

NOTE: Any student who accumulates seven or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused.

FOR OFFICE USE ONLY

rev. 6/21/21

Absence Excused _____ Absence Unexcused _____ Entered in Infinite Campus _____ Initial _____