

Oakland Elementary School
Absence Note

Parent/Guardian to Complete:

Date(s) of Absence: _____

Student Name: _____

Name of Parent/Guardian: _____

Cell Phone: _____ Work/Home Phone: _____

Reason for Absence:

Excused:

- Illness
- Medical/ Dental appointment
- Court appearance for the child
- Death in the family
- Observance of a religious holiday

Unexcused:

- Vacation
- Travel
- Transportation issues
- Parent appointment
- Other (please specify):

★ *Please attach documentation if applicable – Doctor’s note, hospital paperwork, court documents, copy of death certificate/funeral program/obituary.*

Reminder: Only 10 absences may be excused by parent note within a school year.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____