

# Absence Note

An excused absence will only be considered if note is submitted to the attendance clerk **within 3 days.**

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Student Last Name

Student First Name

Absence Date(s)

mm/dd/yyyy

List multiple dates  
for multiple  
absences.

Absence Reason

Is Doctor's Note included with this note?	YES
	NO

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Parent Name

Parent Cell Phone

Parent Signature

**Please PRINT form, complete, sign, and return to school with your child.**

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For office use only:

Received by and  
date: