



Norton Elementary School
Student Absence Excuse Note

A form must be completed for each student who is absent. All portions of the form should be completed in print and legible.

Student's Legal Name (Last) _____ (First) _____

Date(s) of Absence _____

Parent /Guardian's Name _____

Parent/Guardian Contact Number (Home) _____ (Cell) _____

Homeroom Teacher _____

State Board of Education Rule 160-1-.10 defines the following as excused absences. Please check one of the reasons below and have the student turn this form in to the Homeroom Teacher the morning he/she returns to school.

- Personal illness that endangers a student's health or the health of others
- Serious illness or death in immediate family
- Religious Holiday
- Mandatory court order or an order by a government agency
- Time spent with active duty combat-zoned parent(s) who are about to leave for overseas deployment or who are between military deployment

Whenever possible, attach a copy of the formal documentation, such as a doctor's note.

All other absences are considered unexcused per the above stated guidelines.

Reason for absence _____ . (Please specify)

I hereby certify that the above information is accurate and have attached the available formal documentation.

Parent/Guardian Signature: _____ Date: _____

Please have the student turn in to the Homeroom Teacher upon returning to school.