McCONNELL MIDDLE SCHOOL
STUDENT ABSENCE / TARDY EXCUSE NOTE

_____**Student's Legal Name (print)**
(Last, First, Middle)

_____**Teacher, Grade, & Date of absence**
(HR Teacher) (Grade) (Date of Absence)

_____**Parent's/Guardian's Name (print)**
(Last, First, Middle)

_____ _____ _____ **Home & Work Telephone Numbers ***
Home **Father's Work** **Mother's Work**

Students may be excused from school under the following circumstances **(written notes with parent signature are required, emails are not accepted)**

_____ Personal illness or attendance in school endangering a student's health or the health of others.
_____ Doctor/Dentist/other healthcare professional.
_____ A serious illness or death in a student's immediate family necessitating absence from school.
_____ A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
_____ Observing religious holidays, necessitating absence from school.
_____ Conditions making attendance impossible or hazardous to student health or safety.
_____ A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
_____ Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
_____ Students will be counted present when they are serving as pages of the Georgia General Assembly.

Absences are justified and validated for excused reasons. **Absences are excused with a written note, signed by a parent or guardian, for one of the reasons listed above.** The absence will be marked unexcused until the homeroom teacher receives notification regarding the absence(s) within five days of returning to school.

_____ Unexcused absence with reason _____

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

Parent's/Guardian's Signature _____ **Date**_____

* A phone call to a parent may take place to verify authenticity.