



Written excuse for ABSENCE, TARDINESS, EARLY DISMISSAL

Today's Date:	
Date of Absence(s):	
Student Name:	Grade:

**Please Check One**

- Absent    Late Arrival @ \_\_: \_\_ AM/PM    Early Dismissal @ \_\_: \_\_ AM/PM

**Please Check One**

- Illness    Medical Appointment    Family Sickness/Bereavement  
 Impassible Roads    Court Appearance    Other (explain below)

Name of Parent/Guardian

Signature of Parent/Guardian

When a student is tardy, absent, or leaves school prior to dismissal, parents/guardians shall contact attendance @315-826-0239 to report the absence and submit a written excuse within three (3) days. If no note is submitted, the absence will be deemed unexcused.



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