

Excuse for Absence or Tardiness

_____ was

☐ tardy
☐ absent
(Check One)

from School on _____

An explanation from the parent or guardian in each case of absence or tardiness is required for admission to school. Kindly state the reason below.

_____Teacher

The reason for absence or tardiness was:

Date

Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials. Absence claimed by illness may require a report from a physician or an examination by the School Nurse or Health Official.

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