School Absence Note

Please explain why your child was absent and return this form to the school within three school days.

Please excuse my child _____, he/she was absent on _____/_____/____.

Student ID Number: _____

My child was absent because of (check one):

- ☐ Illness (at home)
- ☐ Doctor or Dentist Appointment (Doctor's Note Is Required)
- ☐ Death in the family
- ☐ Religious Holiday
- ☐ Family Emergency (Documentation is required)

Other Absence Reason: (Please Explain)

_____

_____

_____

Dallas ISD policy FEC(LOCAL) states: *"To excuse legitimate student absences, the principal shall require written excuses signed by the student's parent or guardian to be submitted to the proper school authorities." and "…Any absence may be investigated by the principal or an appropriate designee to verify extenuating circumstances."*

_____ Date: _____/_____/_____

Parent/Guardian Signature

Parent Contact Information

Full Name: _____

Email: _____

Phone Number: _____

FOR OFFICE USE ONLY

Date Received: _____/_____/_____

☐ Excused ☐ Unexcused ☐ Initials_____