

## **Absence Notice**

Today's Date: \_\_\_\_\_

Student(s)' Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date(s) Absent; \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

When students are absent, they shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or if the student is age 18 or older.

We ask that you send the note to the administration and the teacher including the following information:

1. Name of student
2. Name of parent/guardian or parent representative
3. Date(s) of absence
4. Reason for absence

**\* Physician's Verification:**

When excusing students for confidential medical services or verifying such appointments, school staff shall not ask the purpose of such appointments but may contact the medical office to confirm the time of the appointment.

When a student has had 14 absences in the school year for illness verified by methods listed above, any further absences for illness must be verified by a physician.

\* Make-up work is required for excused absences

\* Make-up work for unexcused absences is at teacher's discretion.