



Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Check one of the following:

\_\_\_ Is **late** due to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_ Was **absent** on the following days: \_\_\_\_\_

\_\_\_\_\_

Due to: \_\_\_\_\_

\_\_\_ Needs to **leave school early** today

Due to: \_\_\_\_\_

Please have him/her in the office by: \_\_\_\_\_

\_\_\_ **Will change regular transportation**

Ride bus to: \_\_\_\_\_

Ride home with: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_ **Staying with a different family** while parents are out of town.

Dates: \_\_\_\_\_

Alt. Emergency Contacts: \_\_\_\_\_

\_\_\_\_\_

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

Please Remember: Send a **Doctor's Note** if the student has been absent for 3 days or more.

**Please check handbook for more information.**

**Remember: 3 unexcused tardies equals 1 unexcused absence.** The absence of a parent note will automatically constitute an unexcused absence. You then have **ten days** to challenge the unexcused absence.