



EXCUSE FOR ABSENCE OR TARDINESS

Student Name _____ was tardy absent
(cross out one)
from School on _____ (dates of absence)

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 / tardiness was _____

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 examination by the School Nurse or Health Official. Failure to provide a written excuse will result in an unexcused absence.