

**ELEMENTARY SCHOOL EXCUSE NOTE**

**Please fill out and submit this form when your child is absent.**

Please explain why your child was absent. Documentation must be received within 2 days of your child returning to school. If your child is out 5 or more consecutive days, a note from his/her doctor must be brought in. After 3 days with no note your child's absence will be marked as unexcused.

My child, \_\_\_\_\_, was absent from school on:

List specific dates \_\_\_\_\_

Specific reason for absence \_\_\_\_\_

\_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_

Was excuse note received within 2 days of absence? Yes No

Was note from doctor received for 5 consecutive absences? Yes No

Attendance Secretary entered in Power School: Excused Unexcused (initials) \_\_\_\_\_