

Dear Parents:

A written excuse is required when your child returns from any absence from school; when a student arrives at school after **7:25 AM** or when a student is to be excused from school early. Please be sure to include your daytime phone number where we can reach you for verification.

**YOU MAY REACH THE ATTENDANCE OFFICE AT: A-K 487-4670 L-Z 487-4588**  
**ANSWERING MACHINES ARE AVAILABLE FOR YOUR CONVENIENCE.**

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Absence Date \_\_\_\_\_

Absence Date \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Reason \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Parent Signature

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Absence Date \_\_\_\_\_

Absence Date \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Reason \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Parent Signature

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

PUPIL \_\_\_\_\_ GRADE \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Absence Date \_\_\_\_\_

Absence Date \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Tardy Date \_\_\_\_\_ **Time In** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Early Dismissal Date \_\_\_\_\_ **Time Out** \_\_\_\_\_

Reason \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

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Parent Signature

Parent Signature