

**EXCUSE FOR ABSENCE OR TARDINESS**

(Must be received within 3 days from returning.)

Student: \_\_\_\_\_ was \*absent / \*tardy (circle one) from school on

Date of absence: \_\_\_\_\_

Home Room: \_\_\_\_\_

An explanation from the parent/guardian, in each case of absence, or tardiness is required for admission to school. Kindly state the reason for absence below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_

Absence claimed by illness may require a report from a physician, or an examination by the School Nurse

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