

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 _____

Parent Signature

Parent Signature