

For your convenience, the below has been provided to assist you in writing notes to excuse your child's absence. You may make photocopies or write notes using the same format.

---

---

**Note to excuse absence. Must be submitted within 3 days of absence**

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Please excuse the absence on \_\_\_\_\_ (date).

The absence was due to \_\_\_\_\_  
Illness, medical, dental or optometry appointment, funeral of immediate family member (one day inside California, three days outside California). Vacations, trips and auditions will not be excused.

---

---

Parent Signature

---

---

Daytime Telephone