

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.

Off-Schedule note to allow student to leave campus early. Must be submitted to the Attendance Office in the morning before school starts.

Student name: _____ Date: _____

Please excuse the absence on _____ (date) _____ (time)

The absence will be due to _____
(medical, dental or optometry appointment, court, employment conference, funeral, religious holiday, ceremony instruction or retreat). Vacations, trips and auditions will not be excused.

Parent Signature

Daytime Telephone
