

For your convenience, the form below has been provided to assist you in writing notes to excuse your child's absence. You may make photocopies or you can ask for additional sheets in the office.

Note to excuse absence. (If not received within 3 days of absence, the absence is marked unexcused.)

Student Name: _____ Room #: _____ 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). **Personal/family business, vacations and trips will not be excused.**

Parent Signature _____
daytime telephone number

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