



## Absence Notification Form

Dear Parents,

Please complete the Absence Notification Form within 3 days of the student's return to school to help school officials determine the excused/unexcused status of the absence(s).

Attach any necessary documentation to this form. Five or more consecutive absences require a doctor's note or other documentation. To standardize attendance procedures to review school absences, no other letters/forms will be accepted.

Student's Full Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Homeroom Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parent Contact Phone Number(s): \_\_\_\_\_

Parent Contact Email: \_\_\_\_\_

Reason for Absence(s) (Use the back of this form if necessary):

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