

Today's Date

[Empty box for date]



JOHNSON CITY ELEMENTARY SCHOOL EXCUSE BLANK

Student's Name _____ Grade _____ Homeroom _____

On the following date(s) _____ my child

was Absent _____ was Late _____ Time of Entry: _____

is to be Dismissed at: _____

Reason for Absent/Tardy/Early Dismissal:

Illness _____ Doctor's Appointment _____ Death in Family _____ Court Appearance _____

Religious Observance _____ Other _____ (Please specify reason below)

Signature: _____
Parent/Guardian

This is a 2 sided form. Directions and other information is located on the back side of the form.

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This form obtained from the school should be used for ***ALL EXCUSES***: Tardiness, Absences or Early Dismissals. We are sending a few excuse blanks home for your convenience. Should you need more blanks, please request them from the school Main Office.

Parents/Guardians are requested to return this excuse properly filled out and signed as soon as the pupil returns to school. If the excuse is not returned after ***THREE DAYS*** it will be considered an ***UNEXCUSED*** absence. An explanation of what is excused or unexcused absence can be found below. ***Thank you for your cooperation.***

EXCUSED ABSENCE

An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, attendance at health clinic or medical visits, approved college visits, approved cooperative work programs, military obligations, and absence approved in advance by the Principal.

UNEXCUSED ABSENCE

An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation or oversleeping)

TRUANCY

Any student absent from school without the parents knowledge or consent.

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