

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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## **JOHNSON CITY ELEMENTARY SCHOOL EXCUSE BLANK**

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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