

Attendance Note from Parent/Guardian

STUDENT'S FIRST AND LAST NAME(PRINT CLEARLY)

STUDENT ID #

GRADE

Please check:

____ Late arrival absence ____ early departure absence ____ full day absence

My child was / will be absent from classes on* _____ for the following reason:

____ Personal Illness _____ DATE(S)

____ Death of a family member

____ Student's Health Service (Doctor/Dentist/Counselor visit, (documentation required))

____ Religious Holy Day(s)/Major Activity

____ Late arrival time: _____

____ Required Court Appearance (documentation required)

____ Early departure time: _____ (documentation required)

____ Family Emergency

____ Car trouble / traffic

____ Other: _____ .

Explanation:

* _____
PARENT/GUARDIAN SIGNATURE
(MANDATORY)

* _____
DATE

* _____
TELEPHONE #

Notes must be submitted within three (3) school days after the absence. Forgery of parent notes (or of any school documents) is a very serious offence, and, if discovered, will be punished to the fullest extent permitted under the HISD Code of Student Conduct. This parental note provides a reason for the absence. The determination to excuse an absence is made by school personnel.