**REASON FOR ABSENCE NOTE**

The first day an absent student returns to school, the parent/guardian must provide the school with a signed “Reason for Absence Note” that identifies the reason and date for each student absence.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Room/Division</th>
<th>Date(s) of Absence(s)</th>
</tr>
</thead>
</table>

Indicate below the valid cause for the student’s absence(s):

- Student’s illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency, Explain: _________________________________
- Circumstances which cause reasonable concern to you for your child’s safety or health, Explain: ________________________________________________________________
- Other situations beyond the control of the student, Explain: ________________________________________________________________

<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
</table>

---

Rev 7/01/2012