

ABSENCE / TARDY FORM

Student Name: _____

Grade: _____

ID Number: _____

Date: _____

This form must be completed as written verification of your student's absence or tardy from school. Attach supporting documentation, and return to Student Services **within 48 hours** of student's return to school.

I am reporting an: Absence Tardy

Reason for absence:
(Attach documentation)

Illness Doctor's visit Religious observation Death in family

Reason for tardy:

Parent Signature

Date

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