

## Parent Documentation for Absence

Schools are required to report a student's absence accurately. Students and their parents/guardians must provide documentation to the school for all absences either before the absence occurs or as soon as the student returns. Please complete this form and return it to the school to document any absence. Any absences not appropriately documented will be reported as unexcused.

Student name: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

For partial-day absences, please indicate the time the student arrived and left the school:

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Please list the specific reason(s) for the absence:**

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_