*Notes are often sent in with the student’s nickname or first name only with no other identifying information and the parent has a different last name than the student. Such a note may not be processed and therefore your child’s absence may not be excused.*

Student’s Full Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: Primary \_\_\_\_ 1st \_\_\_\_ 2nd \_\_\_\_ 3rd \_\_\_\_ 4th \_\_\_\_ 5th \_\_\_\_

Teacher (name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one of the following reason (provide explanation if necessary):

\_\_\_\_\_ Illness/Injury of the student

\_\_\_\_\_ Medical/Dental Appointment (Students with excessive absences will need a note from the provider.)

\_\_\_\_\_ Religious observance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Death in the immediate family

\_\_\_\_\_Educational Opportunity (*Must relate to curriculum and requires an Educational Leave Form submitted to the Principal no later than the Monday before the absence.)*

\_\_\_\_\_ Other (May require administrative approval) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Per Board policy:**

To be counted present a student must be in attendance at least one-half of the student school day. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy (6000.2). If you have any questions regarding excused absences please refer to the Wake County School Board Attendance Policy 6000. Absences not classified as excused in 6000.3 are unexcused. The student is responsible for submitting a note signed by the parent citing the reason for an absence to the principal's designee, Ms. Ferro, within two (2) days of the student's return to school. Failure to comply with the above will result in the absence being unexcused (6000.4)