



# ABSENCE NOTE

Zebulon Middle School  
1000 Shepard School Rd  
Zebulon NC 27597  
919-404-3630

**Students Name:** \_\_\_\_\_

Grade: 6 7 8

Students **MUST** bring this note to the Front Office within 2 days of returning to school. After 2 days, the absence may be coded as Unexcused.

## Request for Excused Absence for Educational Reasons Form

This form must be turned in a minimum of three days (preferably more) before the absence to allow time for processing. This is to be brought to the Front office for the principal's approval.

The student was absent because of:

- Illness or injury. Details: \_\_\_\_\_  
\_\_\_\_\_
- Death in family
- Medical or dental appointment (Attach Note from Office)
- Court / Administrative proceeding
- Religious Observance
- Educational opportunity (Approved 3 days prior to the absence as documented on the  
"Request for Excused Absence for Educational Reasons" form)
- Other (Specify): \_\_\_\_\_

Parents Name & Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_