

Needham B. Broughton High School

Absence Note

Student's Name: (Please PRINT) _____
(Legal First Name) (Legal Last Name)
Grade: _____ ID Number: _____

Full Day Absence - Date(s) of Absence: _____
Students MUST bring this note to the Attendance Office within 2 school days of returning to school after a Full Day's absence. If a student does not bring this note within 2 days of returning to school, the absence will be coded as unexcused.

Partial Day Absence - Date: _____ Time To Be Released: _____ Time Admitted: _____
Students MUST come into the Attendance Office to get an early Release or Admit Slip before leaving school early or coming into school late.

The student was absent, or is being released or admitted to class because:

- _____ Court/Administrative Procedure _____ Death in Family
- _____ Illness or Injury _____ Religious Observance
- _____ Educational Opportunity (*Post-Secondary related events, e.g., College Visits, approved prior to the absence and documented on the "Request for Excused Absence for Educational Reasons" Form*)
- _____ Local School Board Policy (*All other education related activities not related to post-secondary events, and approved prior to the absence documented on the "Request for Excused Absence for Educational Reasons" Form*)
- _____ Medical/Dental Appointment (*Students have 2 days after an Early Release or Admit to bring documentation for a medical or dental appointment. If a student does not bring documentation within 2 days of returning to school, the Early Release or Admit will be coded UNEXCUSED.*)
- _____ UNEXCUSED

Parent's Signature

Parent's Telephone Number

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