



# Absence Note

Green Hope High School  
2500 Carpenter Upchurch Road  
Cary, NC 27519  
Attendance Office: 919-380-3700

**Student's Legal Name** \_\_\_\_\_

Grade 9 10 11 12

**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. After 2 days, the absence will be coded as unexcused.

**Partial Day Absence** - Date: \_\_\_\_\_

**Time To Be Released:** \_\_\_\_\_ **Time Admitted:** \_\_\_\_\_

Students **MUST** come to the Attendance Office to get an Early Release Slip before leaving school early or an Admit Slip if coming into school late.

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

\_\_\_\_\_ Illness or Injury Details: \_\_\_\_\_

\_\_\_\_\_ Medical/Dental Appointment (Attach note from office)

\_\_\_\_\_ Religious Observance\*

\_\_\_\_\_ Death in Family

\_\_\_\_\_ Court /Administrative Procedure

\_\_\_\_\_ Educational Opportunity\* (*Approved 3 days prior to the absence as documented on the "Request for Excused Absence for Educational Opportunity" form - bring verification from college visits*)

\_\_\_\_\_ Other (Specify)\* \_\_\_\_\_

*\*May require prior administrative approval*

**Parent Name & Signature:** \_\_\_\_\_

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