

ABSENCE NOTE

Please Print

Student's Full Legal Name: _____ Grade: _____

Date(s) Absent: _____ Student ID #: _____

Absent: All Day _____ or: 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

Excused Absences:

Student Illness - write explanation below

Family Illness/Death - immediate family only, explain below or attach documentation

Medical/Dental Appt. - attach documentation from medical office

Government/Legal - attach legal documentation

Religious Holiday - write explanation below

College Visit - attach official documentation on college letterhead

Write absence explanation here: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____

Unexcused Absences:

Unexcused - All other absences including DMV, passport, missed bus, car trouble, personal reasons, traffic, any situation not listed above under Excused Absences.

Note must be received in the Attendance Office within 3 days of absence

FAX: 678-331-8128 PHONE: 678-331-3961 ext. 095

or email Lisa.morrow@cobbk12.org