

ABSENCE NOTE

Please Print

Student's Full Legal Name _____ Grade: _____

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

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

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 Number: _____

Unexcused Absences:

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

Notes 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.daves@cobbk12.org