

# Print and cut. Submit one.

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## EXCUSE FOR ABSENCE OR TARDINESS

\_\_\_\_\_ was Tardy to / Absent from (circle one)  
school on \_\_\_\_\_ (date).

An explanation from the parent or guardian in each case of absence or tardiness is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher

The reason for Absence / Tardiness was \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

This excuse must be kept on file for the inspection of School Officials. Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

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