



## School Excused Absences



### Written Documentation

Name: \_\_\_\_\_

#### Written documentation

Use the words in the list below to complete the sentence. Written documentation for excused absences or tardiness to school must include

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1. \_\_\_\_\_ date or range of dates.
2. Student's full \_\_\_\_\_
3. Id \_\_\_\_\_
4. Student's \_\_\_\_\_
5. \_\_\_\_\_ for the absence or being tardy
6. Parent/Guardian \_\_\_\_\_ number for confirmation
7. In case of illness, note from a \_\_\_\_\_
8. All absences not meeting the criteria shall be considered \_\_\_\_\_
9. Students with \_\_\_\_\_ or more unexcused absences in a month or \_\_\_\_\_ in school year are considered truant
10. And be referred to the district's \_\_\_\_\_ Officer for further action.

grade Excused name  
4 Reason unexcused.  
phone physician 10  
number Truancy