

# STUDENT ABSENCE NOTE

(Please type or print)

Student's Legal Name:

Grade:

Teacher:

Absent date(s):

Reason:

Planned Absence Request for Approval - Reason:

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Parent/Guardian Signature

Date:

*It is the responsibility of the student and/or parent/guardian to complete this form and return it to the school's designee within 5 days of returning to school from an absence. The coding of the absence will follow the Fulton County Board Policy "JBD Attendance and Absences". Please refer to the Wilson Creek Family Handbook for further information regarding attendance.*

*Pre-arranged absences must be approved PRIOR to the absence and cannot exceed a total of six (6) days per school year. The pre-approval process typically takes 72 hours. Requested approval AFTER the absence will not be accepted.*

*Should you need to pick up school work for your child due to a one- or two-day absence, you are asked to email your child's teacher before 10:00 a.m. Materials may be sent home with another child or you may pick them up at the front office before 3:30 p.m.*

*NOTE: Students who have missed 10 days (excused and/or unexcused) will be required to submit a doctor's note in addition to the student absence note.*

FOR OFFICE USE ONLY

Planned Absence Approved \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_