

River Trail Middle School  
Front Office

# STUDENT ABSENCE NOTE

(Please Type or Print)

**Student's Legal Name:**

**Grade:**

**Home Room Teacher:**

**Date(s) Absent:**

**Reason:**

Prearranged Absence Request - Reason:

**Note:** It is the student's sole responsibility to make contact with the teacher(s) to initiate all make-up work. See Student Agenda *Steps to Follow When Absent*.

\_\_\_\_\_ **Date:**

**Parent/Guardian Signature**

**PREARRANGED ABSENCE APPROVAL**

**Office Use Only**

**Administrator's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

This note may be brought in by your student. Email notes are not being accepted at this time since an original signature is required.

Whenever a student is absent for any reason, a note signed by the parent/guardian must be brought in to the front office within three days indicating the specific reason for the absence. If a note is not received in the front office by the third day, the absence will be considered unexcused. An **excused absence** is a personal illness, illness or death in the immediate family, recognized religious holidays observed by the individual's faith, court mandates, and other conditions rendering school attendance impossible or hazardous to a student's health or safety.

Also included are **prearranged absences** not exceeding a cumulative total of six days per year for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized education experience, or an event mutually agreed to by the parent and principal. These absences **must be pre-arranged with the principal or grade-level administrator before the absence occurs.**

An unexcused absence is an absence from school or class for any reason other than those listed above. Parents of students who accumulate 5 or more unexcused absences will be sent a letter notifying them of their legal status with regard to the Georgia law on attendance.