

Dear Parent(s):

When your child returns to school following an absence, a note explaining the absence is required so that excused absences can be recorded. Please remember:

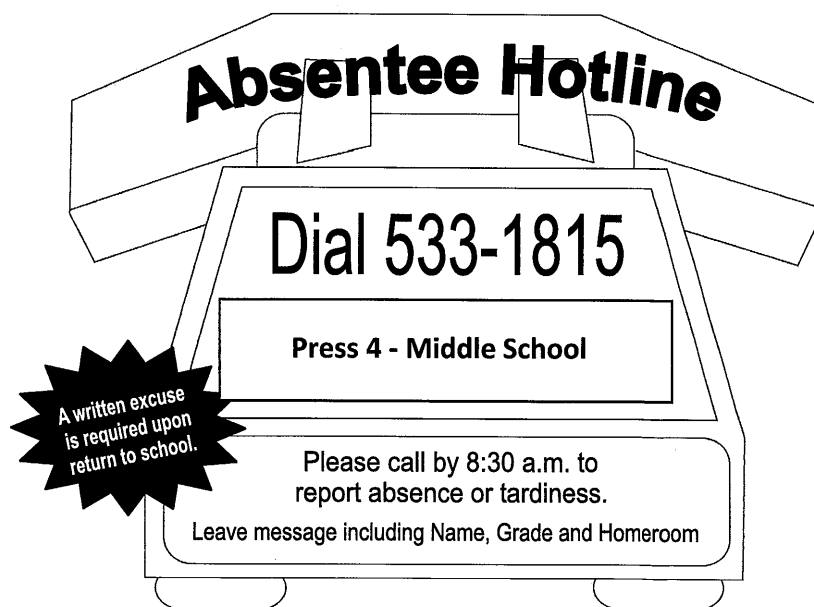
- The school must have a signed excuse for **every** absence.
- A written excuse must be submitted within 3 days upon return to school.
- Also, please remember to call the Absentee Hotline to report your child's absence.

This requirement will be strictly enforced according to District policy.

Return the attached excuse blank to your child's teacher or school office.

Thank you for your attention to this matter.

Middle School Administration





Derry Township School District
Student Excuse Blank Forms

To assist you and the school to keep an accurate record of absence and its causes, as required by the school code, attached are five (5) excuse blanks issued for use by a parent or guardian.

To be readmitted to school after an absence has occurred, the student must present the excuse blank completed and signed by the parent or guardian to the homeroom teacher/school office. If more excuse blanks are needed during the year, additional forms can be obtained from the office.

Date _____
 Grade _____
 No. of Days of Current Absence _____
 Date(s) of Absence _____
 Reason for Absence _____

 Student _____

**RETAIN THIS STUB
 FOR YOUR RECORDS**

STUDENT EXCUSE BLANK
Excuse must be submitted within 3 days upon return to school

Date _____
 Grade _____ Homeroom _____
 Student's Name _____
 Student Number _____
 Date(s) / Time of Absence or Appointment _____
 Reason for Absence or Appointment _____

 Signature of Parent or Guardian

FOR SCHOOL USE ONLY
 Absence Determined to be Excused: _____ Unexcused: _____

Date _____
 Grade _____
 No. of Days of Current Absence _____
 Date(s) of Absence _____
 Reason for Absence _____

 Student _____

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 FOR YOUR RECORDS**

STUDENT EXCUSE BLANK
Excuse must be submitted within 3 days upon return to school

Date _____
 Grade _____ Homeroom _____
 Student's Name _____
 Student Number _____
 Date(s) / Time of Absence or Appointment _____
 Reason for Absence or Appointment _____

 Signature of Parent or Guardian

FOR SCHOOL USE ONLY
 Absence Determined to be Excused: _____ Unexcused: _____

Date _____
Grade _____
No. of Days of Current Absence _____
Date(s) of Absence _____
Reason for Absence _____

Student _____

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Grade _____ Homeroom _____
Student's Name _____
Student Number _____
Date(s) / Time of Absence or Appointment _____
Reason for Absence or Appointment _____

Signature of Parent or Guardian

FOR SCHOOL USE ONLY
Absence Determined to be Excused _____ Unexcused _____

Date _____
Grade _____
No. of Days of Current Absence _____
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