



# Absence Excuse Form

Dear Parents:

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuhu,

This Absence Excuse Form has been created to help ensure that your child(ren) will be properly accounted for when they are absent.

Please fill this form out completely. Without it, your child may be considered unexcused.

Child(ren) Name(s):

1- \_\_\_\_\_ Gr. \_\_\_\_\_

2- \_\_\_\_\_ Gr. \_\_\_\_\_

3- \_\_\_\_\_ Gr. \_\_\_\_\_

Partial Day: Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Full Day: 1<sup>st</sup> Date of Absence: \_\_\_\_\_ Date Returned to School: \_\_\_\_\_

# of days out : \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dr.'s Excuse Attached: Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Parent Print Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

Excused By: \_\_\_\_\_ Date: \_\_\_\_\_

Unexcused By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_