

# Sugar Creek Elementary School

26595 Salem Minor Hill Road  
Lester, Alabama 35647  
Phone (256) 233-6669.



## Excused Absence Note

\_\_\_\_\_  
Today's Date

Dear \_\_\_\_\_,  
Teacher's Name

Please excuse my child \_\_\_\_\_ from school on \_\_\_\_\_ for:  
Date(s) of absence(s)

- 1. Personal illness (Limit of 10 days per year without doctor's excuse)
- 2. Hospitalization/Medical or Dental Appointment of student (\*Documentation from doctor's office required)
- 3. Emergency (Approved by the principal)
- 4. Death of immediate family (Immediate family includes husband, wife, father, mother, son, daughter, brother, sister, father-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, uncle, or aunt; Attach a copy of the obituary)
- 5. Court Subpoena (Attach a copy of the subpoena)

\*Please be proactive and turn in this **Excused Absence Note** to your child's teacher along with any supporting documentation listed above within 3 days of the absence. Documentation will not be accepted after 3 school days upon the student's return to school.)

**\*The following excuses require prior approval from the principal:**

- 6. Religious Holiday (with prior written approval by principal)
- 7. Absence approved by principal (absence must be approved 5 days in advance)

**Explanation of Absence Needing Prior Approval**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send home all makeup work with my child, so he/she will not get behind in his/her studies.

Thank you,

\_\_\_\_\_  
Parent's Signature

**Sugar Creek Bobcats L.E.A.D.**  
**Learn. Encourage. Achieve. Dream**  
***"Where Leaders are Mentored, Motivated, and Equipped to Succeed!"***