



Hickory Flat Attendance Center

PARENT NOTE EXCUSE FORM

Student's Legal Name _____

Date of Absence(s) _____

Grade _____ Teacher _____

Please excuse _____ (Child's Full Name) for being absent on the days listed above. Please check the reason that applies:

- _____ Illness or Injury (if your child received care from a medical provider, please attach the doctors excuse).
- _____ Death of an immediate family member (please attach the funeral program or obituary).
- _____ Serious illness of an immediate family member.
- _____ Court appearance (please attach court documents that verify the student's attendance)
- _____ Other reason. *This will be excused at the discretion of the administrator. Please refer to page 1 of the student handbook for more information on excused and unexcused absences.

Explanation of absence: _____

This excuse must be delivered to the school office within 3 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the secretary at the school 333-7731.

Phone Number: _____ Date: _____

Parent's Signature: _____

**** This form is to be used if you do not have an excuse from a medical provider.**