Mt. Zion Elementary School

260 Eureka Church Rd.

## Carrollton, GA 30117

# Phone: 770-832-8588

**Fax: 770-832-0326 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###  Cindy Parker--Principal <http://mze.carrollcountyschools.com/> Melissa Dearman- Assistant Princ.

### Absence Excuse Note Form

Parent(s)/Guardian(s),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF STUDENT) was marked absent on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE(S) OF ABSENCE), and we have not yet received an excuse for this absence. ***Please mark the reason that your child was absent below, and turn the form in to your child’s teacher*** as soon as possible. Also, please remember that the school can excuse up to 5 days in a school year based on the authority of a written parent note for a lawful absence. Additional absences will require further documentation, such as a doctor’s note, court documentation, documentation from a funeral home, etc…

Please select the reason why your child missed school (required):

□ Student illness/sickness

□ Religious holiday

□ Death in the family

□ Other (If you selected “other”, please provide details. Please understand only certain absences may be accepted as excused absences.)

Parent Signature:

Today’s Date: