



SMHS ALL DAY ABSENTEE FORM

Use this form when your child has been absent all day from school. This must be brought to the attendance office within 3 days of you returning to school for the absence to be excused.

_____, _____ was absent on _____
(student name – please print) (grade) [date(s)]

because _____
(please explain*)

(parent/guardian name – please print)

(parent/guardian signature)

(phone number for parent)

(today's date)

*Please note that family emergencies are not excused absence reasons. To have a family emergency excused it must be one of the following: serious illness, death of an immediate family member, funeral. If the reason is for a doctor's appointment, if possible, please send in the note from the doctor's office.

OFFICE USE ONLY

Excused or Unexcused (circle one)