



**Excuse/Tardy/Appointment Form**

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

Student's Full Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

(select one)

- Absent on \_\_\_\_\_
- Tardy on \_\_\_\_\_
- Has appointment today & needs to be released at: \_\_\_\_\_  
(time of day)

Reason for the absence/tardy/appointment:

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

(Parent/Guardian Signature)

Completed form must be returned within 3 school days after the child's return to school to be considered a legal or excused absence or tardy. Completed forms received after the 3<sup>rd</sup> day will not be accepted as removing the illegal classification of the absence or tardy.



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