

**East Tate Elementary School District
Parent Note Excuse Form**

Student's Legal Name: _____

Date of Absence(s): _____

Homeroom Teacher: _____

Please excuse _____ (Student's Full Name)
for being absent on days listed above.

Please check the absence reason that applies:

1. _____ Illness or injury
2. _____ Death
3. _____ Court appearance
4. _____ Other reason

Explanation _____

This excuse must be received within 2 days of your child's absence. Your child will get an unexcused absence if the parent note is not turned in within two days. After your child has missed three days, a note from a doctor is required. If you have any questions or need additional forms, please contact Latasha Johnson, the Attendance Clerk, at 562-4688.

Students are only allowed five parent notes per semester: 1st Semester: August thru December. 2nd Semester: January thru May.

Parent Signature _____