

# Garfield High School

## Request for Excused Absence – Attendance Note

(To be used for full day absences, late arrivals, or early departures)

*NOTE: A written notice of the absence, signed by a parent/guardian, will be used to establish the absence as excused. The Attendance Office **MUST** receive the notice **within two (2) days** of student's return to school.*

Student's Name: \_\_\_\_\_  
PLEASE PRINT (first) (last)

Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of missed classes: \_\_\_\_\_

Class period(s) missed (for partial day absences): \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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

Parent/Guardian Signature:

→ \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Cellphone #: \_\_\_\_\_

**If a student arrives at school after 7:40 a.m. or leaves before 2:15 p.m., he/she must sign in or sign out at the Attendance Office. Otherwise, he/she will incur an unexcused absence.**

**EXCUSED ABSENCES**

- |                                |  |
|--------------------------------|--|
| Death in the immediate family  | *Illness of pupil  |
| Court summons (proof required) | Medical/dental appointments  |
| Suspension                     | Observance of religious holidays   |
| State emergency                | Lack of SPS transportation (this doesn't include Metro at this time)                   |
| Violent/hazardous weather      | Authorized activity pre-approved in advance by the Principal<br>(includes field trips) |

\* A physician's note is required for five (5) or more consecutive days.