



# OAK VIEW ELEMENTARY SCHOOL

## STUDENT ABSENCE / TARDY EXCUSE NOTE



Student's Legal Name (PRINT): \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of absence(s): \_\_\_\_\_

Parent's/Guardian's Name (PRINT): \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Work No.: \_\_\_\_\_

The state of Georgia will accept 6 reasons for elementary students to be considered excused from a school absence or tardy. Please check one of the reasons below and *have* the student turn this form in to the counselors' office the morning they return to school. Students have two days after returning to school to provide an excuse note.

- \_\_\_\_\_ **Personal illness jeopardizes personal health or health of others**
- \_\_\_\_\_ **Doctor/Dentist/other healthcare professional**
- \_\_\_\_\_ **Serious illness or death in immediate family. List family member and relationship to student: \_\_\_\_\_**
- \_\_\_\_\_ **Religious holiday**
- \_\_\_\_\_ **Conditions rendering school attendance impossible or hazardous to student's health or safety**
- \_\_\_\_\_ **A student misses school days to spend time with active duty combat-zoned parent(s) who are about to leave for overseas deployment or who are between military deployments.**

Attach a copy of the formal documentation for any checked reasons above.

The only excused reasons for absences or tardies must be verified through the following formal documentation:

1. Doctor or hospital note
2. Court or government mandated papers
3. Funeral brochures or programs

Excused documentation should be submitted to the counselors' office within two (2) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

\_\_\_\_\_ **Unexcused absence with reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*A phone call to a parent/guardian may take place verify authenticity.**