

PLANTATION PARK ELEMENTARY

ABSENCE/TARDY FORM

The intent of this form is to provide you, the parent, with a simple tool to excuse absences or tardiness for your student. According to the Code of Conduct, absences and tardiness are excused only for the following reasons. See Attendance on pp. 4-5 of attendance policy 5.5 for more complete information.

- Illness
- Illness of immediate family member
- Death in the family
- Religious holiday of the student's faith
- Required court appearance
- Special event
- Schedule doctor/dentist appointments
- Communicable diseases or lice infestation

This form, or note with all the information provided, must be submitted no later than 2 days **FOLLOWING** the absence/tardy. Please PRINT all information and sign where requested.

STUDENT'S NAME _____

DATE(S) of ABSENCE(S)/TARDY _____

REASON FOR ABSENCE/TARDY:

- Illness
- Illness of immediate family member
- Death in the family
- Religious holiday of the student's faith
- Required court appearance
- Special event - explain: _____
- Schedule doctor/dentist appointments
- Communicable diseases or lice infestation

PARENT NAME _____

PLEASE PRINT

PARENT SIGNATURE _____

Official Use Only: Date Received _____