



LOVIN ELEMENTARY SCHOOL
STUDENT ABSENCE / TARDY EXCUSE NOTE

STUDENT (Print full name): _____

Teacher: _____ Date(s) of absence: _____

Name of Parent/Guardian (Print full name) _____

Home Phone Father's Work or Cell Mother's Work or Cell

The following are considered excused absences as defined by the State Board of Education. Please check the appropriate box and return this form to the classroom teacher when student returns to school. Whenever possible, attach a copy of the formal documentation such as a doctor's note. (NOTE: This is an abbreviated list containing only those circumstances most applicable to elementary school students. Please consult the GCPS Student/Parent Handbook for the expanded version.)

- Personal illness or attendance in school endangers personal health or the health of others.
- Serious illness or death in immediate family. (State family member and relationship to student.)

- Court order or an order by a government agency. (Documentation must be attached.)

- Observing a religious holiday, necessitating absence from school.

- Deployment overseas or return from active duty by parent or guardian serving in the military.

- Other _____

- Unexcused absence. Reason: _____

Written notice from parent(s) will be accepted for the first ten (10) excused all-day absences per school year and six (6) check-ins per school year. Thereafter, excused reasons for absences or check-ins must include the following formal documentation.

- Written documentation from a doctor or hospital
- Court or government mandated papers
- Funeral brochures or programs

Documentation should be submitted to the classroom teacher within two (2) days of a student's return to school. Failure to do so may result in the absence or tardy being considered unexcused.

I hereby certify that the above information is accurate and have attached all available formal documentation.

Signature of Parent/Guardian Date