

Burton Elementary School Absence Note Form

Please sign this note and return it to the Front Office no later than 5 days after your child returns to school or the absence will result in an unexcused absence. Please print information legibly

My son/daughter, _____ ID _____

was/will be absent on, _____

Must select reason for absence:

☐ **Illness** — Absences of 4 or more days due to medical reasons require a doctor's note verifying the illness, or absences will be unexcused.

☐ **Medical/ Dentist Appointment**
Attendance credit will be given with medical documentation and partial day attendance on appointment date.

☐ **Funeral** **Relationship to Student** _____
You are allowed up to three days excused for family related funerals with proper documentation. Mass cards, death certificate, funeral program, or letter from funeral director.

☐ **Religious Holiday** (Proper identification of specified day is required)

☐ **Other Reasons** (detailed explanation required). "Family Emergencies" are reviewed/approved by the administrators and are unexcused unless a valid explanation is given.

Print Your Name _____

Your Signature _____

Daytime Telephone Number: (_____) _____

Teacher's Name _____

Forgery of any school documents, including parental notes, will be punishable to the fullest extent permitted under the FBISD Code of Student Conduct. Parental notes must provide a reason for absences and the determination to excuse an absence is made by school personnel.