

HIGHTOWER HIGH SCHOOL – STUDENT ABSENCE NOTE

TODAY'S DATE: _____

STUDENT FIRST NAME: _____ LAST NAME: _____

STUDENT ID #: _____ GRADE: _____

DATES OF ABSENCE: _____

PARTIAL ABSENCE (Periods Missed) _____

REASON FOR ABSENCE: (PLEASE CHECK and/or EXPLAIN)

_____ ILLNESS: _____

_____ FUNERAL- Relationship to Student: _____

_____ RELIGIOUS HOLIDAY – Specify: _____

_____ OTHER: (EXPLANATION REQUIRED FOR APPROVAL REVIEW).

DOCUMENTATION FROM (Doctor, Dental, TDP, College) REQUIRED FOR EXCUSED ABSENCE:

- MEDICAL / DENTAL APPOINTMENT
- COURT
- TRUANCY DIVERSION
- COLLEGE VISIT

PARENT/GUARDIAN (PRINT NAME): _____

PARENT/GUARDIAN SIGNATURE: _____

PARENT PHONE NUMBER: _____

ALL INFORMATION MUST BE COMPLETE TO PROCESS EXCUSE.