

# Quail Valley Middle School Absence Note Form

**Please sign this note in at the attendance 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: (\_\_\_\_) \_\_\_\_\_

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.