

Lake Olympia 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.