**Brazos Bend Elementary School *Absence Note***

**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*

## Child’s legal name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 may be 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 and will be reviewed by administration.)
* **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.