



CSE Absence Form

Please complete and submit this form when your child is absent.

Attendance Clerk: Dolores Ramirez

Phone: 281-634-6404 Fax: 281-327-6404

E-mail: attendancecse@fortbendisd.com

- Documentation must be received within 5 days upon your child's return to school
- Clearly explain the nature of the absence
- A doctor's note is required if a student is absent 4 or more consecutive days
- This absence form can be filled out in person, emailed, faxed, or brought in by a child or parent to their teacher

Student Name: _____ , _____
Last First

Grade and Teacher Name: _____ & _____
Gr. Teacher

Date of Absence(s): _____

Reason for absence: _____

Parent Signature: _____ Date: _____

Parent contact (email or phone): _____

Submitting documentation does NOT guarantee an excused absence

Date: _____ Unexcused _____ Excused _____ Principal's Signature _____