

JOHNSON CITY HIGH SCHOOL EXCUSE BLANK

STUDENT'S NAME _____ **GRADE** _____ **HOMEROOM** _____

On the following dates(s): _____ **my child**

Was **Absent** _____ was **Late/Time of Entry** _____ is to be **Dismissed at:** _____

If Absent/Tardy: **Illness** _____ **Illness/Death in the Family** _____ **Court Appearance** _____
College Visit _____ **Religious Observance** _____

Reason for Early Dismissal: _____ *If appointment, please fill out the following*

Dr. Appointment (Name of Doctor) _____ **Time of appointment:** _____

_____ **Physician** _____ **Dental** _____ **Eye**

Signature: _____

Parent/Guardian

This is a 2 sided form. Directions and other information is located on the back side of the form.

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This school form should be used for **ALL EXCUSES**: Tardiness, Absence, or Early Dismissal. Should you need more blanks, please request them from the Attendance Office.

Parents/Guardians are requested to return this excuse properly filled out and signed as soon as the pupil returns to school. If the excuse is not returned after **THREE DAYS** it will be considered an unexcused absence. An explanation of what is or is not excused is on the reverse side. **Thank you for your cooperation**

EXCUSED ABSENCE

An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, attendance at health clinic or medical visits, approved college visits, approved cooperative work programs, military obligations, and absence approved in advance by the Principal.

UNEXCUSED ABSENCE

An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation or oversleeping)

TRUANCY

Any student absent from school without the parents' knowledge or consent

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