



# Rock Springs Elementary School



## STUDENT ABSENCE / TARDY EXCUSE NOTE

\_\_\_\_\_ Student's Printed Name

(Last, First, Middle)

\_\_\_\_\_ Student Number & Date(s) of absence

\_\_\_\_\_ Parent's/Guardian's Printed Name

(Last, First, Middle)

\_\_\_\_\_ Home & Work Telephone Numbers \*

Home

Father's Work

Mother's Work

The state of Georgia accepted reasons for a student to be considered excused from a school absence or tardy. Please check one of the below and have the student turn this form in to your teacher on the morning they return to school.

- Personal illness jeopardizes personal health or health of others
- Doctor/Dentist/other healthcare professional
- Serious illness or death in immediate family. List family member and relationship to student \_\_\_\_\_
- Religious holiday.
- Student under orders from a government agency. Documentation must be attached.
- Voter registration (18 years or older) or voting.
- Conditions rendering school attendance impossible or hazardous to student's health or safety.
- Tests and physical exams for military service including National Guard. Documentation must be attached.
- A student misses school days to spend time with active duty combat-zoned parent(s) who are about to leave for overseas deployment or who are between military deployments.

Whenever possible, attach a copy of the formal documentation such as a doctor's note.

\_\_\_\_\_ Unexcused absence with reason \_\_\_\_\_

Parent's notes will be accepted for up to ten (10) excused all-day absences per school year and six (6) check-ins per school year. Thereafter, the only excused reasons for absences or check-ins must be verified through the following formal documentation.

1. Doctor or hospital note.
2. Court or government mandated papers.
3. Funeral brochures or programs.

Excused documentation should be submitted to the attendance office within two (2) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

I hereby certify that the above information is accurate and have attached all available formal documentation.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* A phone call to a parent may take place to verify authenticity.