

MILL CREEK HIGH SCHOOL

Absence/Tardy to School Form

Student Full Name: _____ Student ID #: _____

Date of Absence(s): _____ Date Tardy to School: _____

Please check the box which describes the reason for your child's absence and return to the attendance office.

Absence Reasons

	Personal illness or attendance in school endangers a student's health or the health of others. *
	A serious illness or death in a student's immediate family necessitating absence from school
	Observing religious holidays which necessitate absence from school. *
	A court order by a government agency, including pre-induction physical examinations for service in the Armed Forces mandating absence from school.
	An absence not to exceed one day for registering to vote or voting in a public election.
	Conditions rendering attendance impossible or hazardous to student health or safety. <i>For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.</i>
	Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the Armed Forces or the National Guard, {maximum of five school days per year.}
	Check box if attaching documentation. Doctor note _____ Court document _____ Other _____

This section applies to students not in school but participating in the following activities.

	Student serving as page of the Georgia General Assembly.
	Student in the Foster Care System under the Department of Family and Children Services attending court proceedings.
	Full time students participating in the Student Teen Elections Participant (STEP) program, not to exceed two days per school year. (State BOE Rule 160-5-1-10)

	Other, please explain:
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Parent/Guardian Printed Name: _____ Relation to student: _____

Parent/Guardian Signature: _____ Date: _____

Daytime Phone Number: _____ Alternative Number _____

Absence forms or doctor's notes must be turned in to the front lobby attendance desk within 5 days of returning to school.

****Please note the school may contact you to verify the information provided or request additional documentation to validate an absence or for excessive absences.***