Reading——	READING——
SCHOOL DISTRICT	SCHOOL DISTRICT
Excuse Note for Absence*	Excuse Note for Absence*
Student Name:	Student Name:
Grade:	Grade:
School:	School:
HR Teacher:	HR Teacher:
Date(s) of Absence:	Date(s) of Absence:
Reason for Absence:	Reason for Absence:
☐ Illness ☐ Injury ☐ Family Emergency	☐ Illness ☐ Injury ☐ Family Emergency
□ Death in Family	☐ Death in Family
☐ Healthcare Appointment –	☐ Healthcare Appointment –
Provider Name:	Provider Name:
Other:	☐ Other:
Parent/Guardian Signature: Date:	Parent/Guardian Signature: Date:
*Excuse notes must be submitted within 5 days of the absence. Absences for educational travel or college visits require completion of a separate form. Please contact your child's school's attendance office to complete the required form.	*Excuse notes must be submitted within 5 days of the absence. Absences educational travel or college visits require completion of a separate form. P contact your child's school's attendance office to complete the required form
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