

To excuse an absence we require a completed note signed by the student's parent or legal guardian **within 30 school days** of the student's return. An email from the guardian is OK if all of the information below is provided. Handwritten notes may be turned in to the attendance office. Absences will be recorded as unexcused if appropriate documentation is not received. To view student attendance please visit the [Learning Management System \(LMS\)](#)

For effective record keeping, accuracy, and verification, excused absence notes must contain ALL of the following information:

- 1) Student name
- 2) Student ID number
- 3) Date of absence(s)
- 4) Reason for absence
- 5) Phone number where note can be verified
- 6) Class periods being excused
- 7) Signature of parent/guardian.

The following are absences that may be excused with a parent/guardian-signed verification note

- **Illness/health related issue**
- **Family emergency/crisis/funeral**
- **Religious holiday**
- **Court date**
- **State recognized search & rescue**

The following are absences that may be pre-arranged for a student to leave campus:

- **Post-secondary, technical school or apprenticeship program visit**
- **Family trips/vacations**
- **Routine health care appointments**
- **School-initiated activities**

[Family/Personal Pre-Arranged Absence Forms](#) are available in the attendance office

Early Release: A signed parent or legal guardian note with the reason and time the student needs to leave campus early **must be submitted to the attendance office in the morning**. The student will receive an early release slip to show their teacher. Students must sign out in the main attendance office before leaving campus. If returning, the student must sign back in at the attendance office.