

**Apollo-Ridge Middle School**

**Absence Excuse Form**

Absence Excuse: This excuse form is to be used when your child has missed school due to illness. Parent excuses will be accepted for illness up to a maximum of 10 days of absence for the whole year. All days exceeding 10 will require a doctor's excuse or they become unexcused. All doctor excuses will be unexcused if they are not signed and dated by the doctor. Any time your child has been seen by a physician it is advised that you request a doctor's excuse for your child to turn in to their homeroom teacher upon returning to school. This will allow the school to duly record and track each individual absence as either doctor or parent excused. This form must be used for all absences. If you have a doctor's excuse, it must be attached to this form.

Parents: Please complete information below:

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for absence was \_\_\_\_\_

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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

(All excuses must be turned in to the student's homeroom teacher no later than three (3) days after the student's return to school. If not, the absence is unexcused).

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