



ARCHER CLUSTER STUDENT ABSENCE / TARDY EXCUSE NOTE



_____ Student's Legal Name (print)
(Last, First, Middle)

_____ Teacher, Grade, & Date of absence
(HR Teacher) (Grade) (Date of Absence)

_____ Parent's/Guardian's Name (print)
(Last, First, Middle)

_____ Home & Work Telephone Numbers *
Home Father's Work Mother's Work

The state of Georgia will accept 9 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 the attendance office the morning they return to school. Students have two days after returning to school to provide an excuse note.

- ___ 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 the first 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.