

Grade \_\_\_\_\_  
HR \_\_\_\_\_

SOUTH WESTERN SCHOOL DISTRICT  
EXCUSE FOR ABSENCE OR TARDINESS

\*tardy  
was \*absent  
(\*cross out one)

\_\_\_\_\_ (student's full name)  
from School on \_\_\_\_\_

An explanation from the parent or guardian in each case of absence or tardiness is required for admission to school. Kindly state the reason below.

The reason for \*absence -\*tardiness was: \_\_\_\_\_ (Teacher)

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

This excuse must be kept on file for the inspection of School Officials.  
Absences claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

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