

Lemon Bay High School

Written Parent/Guardian Notification for Student Absence

All student absences are considered unexcused without the knowledge and permission of his/her parents or guardians. Please complete this form and submit to the Student Office within 2 days of the student's return to school. Please keep in mind that excessive absences (both excused and unexcused) may result in the student being required to provide a doctor's note or other substantiating medical evidence.

Student's Name: _____ Date of Birth: _____

Grade Level: _____

Date(s) of Absence: _____

Reason for Absence: (Please check one)

- Illness
- Serious Illness or Death in Immediate Family
- Doctor/Dental Appointment
- Health Issues Related to Pregnancy or Teenage Mothers and/or Their Children
- Legal Matters
- Religious Holidays/Trainings
- Prior Consent by the Principal or His/her Designee
- Other – Please Describe: _____

Name of Parent/Guardian Completing Absence Documentation: _____

Best Phone Number to Contact Parent/Guardian: _____

Parent/Guardian Signature: _____

(Please do not write below this line)

Date Received in the Attendance Office: _____ Staff Initials: _____

_____ Absence Excused and Changed in Focus

_____ Absence Remaining Unexcused Due to Excessive Absences Without Formal Documentation