

EXCUSED ABSENCE NOTE

Felton Grove High School



5100 Thriftwood Drive

Apex, NC 27539

919-694-8989

attendance418@wcpss.net



All students who miss school **MUST** provide a note from their parent, guardian, doctor, dentist, court, etc. upon return. Any student that does not provide an excuse note to the Front Office will be counted as an unexcused absence for the class periods missed. **EXCUSED NOTES MUST BE RECEIVED WITHIN 2 DAYS OF RETURNING TO SCHOOL. ANY NOTE RECEIVED AFTER 2 DAYS WILL NOT BE AN EXCUSED ABSENCE.**

Student's Legal Name: _____

Student ID#: _____

Grade: 9 10

Date(s) of Absence: _____

The student was absent from class because:

____ Illness or Injury of student

____ Death of family member

____ Medical/Dental Appointment (attach note from Dr. office)

____ Court (attach documentation)

____ Educational Opportunity (prior approval required) 'Request for Absence or Educational Reasons' form required.

____ Religious Observance (may require prior administrative approval)

____ Other (specify): _____

Parent/Guardian Name: _____

Parent Signature: _____ Date: _____

Parent Phone Number: _____

(Number where parent may be reached during the school day)