



## Student Absence Note

Rolesville High School  
1099 E. Young St.  
Rolesville, NC 27571

Per WCPSS Board Policy 6000.4, students are required to bring a note from a parent, doctor, or court to the Attendance Office upon returning from an absence or late arrival/early departure in order for the absence to be considered excused. To fulfill this requirement, parents can simply complete this form and have their child submit it to the Attendance Office. Parents also have the option of writing their own note; however, these notes must include all of the information requested below. If you have any questions, feel free to contact Mrs. Alderman in the Attendance Office at 919.556.6303, ext. 20400.

**Student's Legal Name:** \_\_\_\_\_ **Grade:** 9   10   11   12

### Partial Day Absence

Date & Time of Absence(s): \_\_\_\_\_

Students **MUST** come to the Attendance Office to get an Early Release Slip before leaving school early or an Admit Slip if coming into school late.

### Full Day Absence

Date(s) of Absences: \_\_\_\_\_

Students **MUST** bring this note to the Attendance Office within two (2) school days of returning to school after a full day's absence. After two (2) days, the absence will be coded as unexcused.

The student was absent or is being released early/admitted to class because of:

- \_\_\_\_ Illness or Injury
- \_\_\_\_ Medical/Dental Appointment (attach note from medical professional's office)
- \_\_\_\_ Religious Observance
- \_\_\_\_ Death in Family (attach obituary/program)
- \_\_\_\_ Court/Administrative Procedure (attach note from medical professional's office)
- \_\_\_\_ Educational Opportunity (must be approved at least 3 days in advance; submit "Request for Excused Absence for Educational Opportunity" form; bring verification from college visits)
- \_\_\_\_ Other [\*Specify] \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Phone #: \_\_\_\_\_