



JBL PROCEDURES

Excused Absence Form

In order for any absence, with the exception of school trips, to be excused, pupils must submit this form signed by a parent/legal guardian stating the reason for that absence. The pupil must present this excuse to the proper school official on the day the pupil returns to school. If no excuse is presented, the absence shall be considered unexcused. Phone calls or emails cannot be used to excuse a student's absence from school.

Date of Absence(s): _____

Student's Name: _____
(Please print name)

The following reasons are acceptable as valid excused absences. Please check the applicable reason and attach any necessary documentation.

- Medical/Dental appointment
- Illness or injury of student
- Court date/hearing
- Death or illness of a family member
- Recognized religious holiday
- Pre-approved absence of educational value

Other Reason and/or Explanation: _____

Parent/Guardian Name: _____ Date: _____
(Please print name)

Parent/Guardian Signature: _____

FOR SCHOOL USE ONLY

Received by: _____ Date received: _____

Approved by: _____ Date Approved: _____
(Principal)