

PARENT/GUARDIAN EXCUSE NOTES

Parents, please fill out the following form, and return into the ATTENDANCE SECRETARY at your school. You can take a picture and email it as well. Students with more than 10 unexcused absences are eligible for truancy court! Please turn in notes: you can write a parent note, a legal note, or a medical note.

TO: Attendance Secretary

_____ **School** (NAME OF SCHOOL)

NAME OF STUDENT: _____ **ID #** _____

TEXAS EDUCATION CODE

--BY LAW: 10 or more unexcused absences may subject both parent and student to court procedures (which could include fines and/or court costs). TEC, Ch. 25.

KISD POLICY/PROCEDURE

-- Elementary and Middle school parents may write notes excusing not more than 10 full day, or 10 parts of a day (or a combination of both totaling 10), per school year.

- High school parents may write no more than 3 parents notes per 9 weeks, for a total of 12 per year.

--A doctor's note is required to cover each day/parts of a day absent after parent notes have been exhausted.

Please excuse my child from class attendance for the following dates/reasons:

	<u>DATE</u>	-----	<u>REASON ABSENT</u>
1.	_____	-----	_____
2.	_____	-----	_____
3.	_____	-----	_____
4.	_____	-----	_____
5.	_____	-----	_____
6.	_____	-----	_____
7.	_____	-----	_____
8.	_____	-----	_____
9.	_____	-----	_____
10.	_____	-----	_____

(SIGNATURE OF PARENT OR GUARDIAN)

(DATE)