Absence Excuse Notes & Absence Requests

As the 2010-2011 school year begins, it is important to review the guidelines for excuse notes as well as for when a student must be absent. **There are some changes to the policy regarding excuse notes.**

When a student misses school, their absence is **unexcused** until an excuse note is received. Please remember that if your child misses school, they must bring a written and parent signed excuse note upon their return. We have included a copy of one that you can make extra copies of as needed or you can send a written note. It is important that this note contain the following information:

- Student’s **full** name
- Teacher’s name
- Grade
- Dates of the absence
- Reason for the absence

These notes go through the school office where we must code them into the system as excused or unexcused. Our detective skills are often tested when the notes do not contain the necessary information! Please also note that an excuse note may be coded as unexcused if the excuse does not fall within the Excused Absence Guidelines. **New to Miller: When a student is absent, you have 3 days to turn in a written excuse note regarding that absence to the office. After 3 days, the absence will remain unexcused and no changes can be made after that time.** We have been able to ease into it (last year was 5 days) but, this year we are consistent with state law.

**Secondly, excuse notes can no longer be emails.** It is fine to send us a pre-note about upcoming absences by email but actual excuse notes after the absence must be personally signed by the parent.

If you know ahead of time that your child will miss school, you should complete the attached **Absence Request Form** and turn it into the school office for the Principal’s review. Please note that just because you turn in an Absence Request Form, that does not automatically translate to an excused absence. You also still need to turn in a signed excuse note when your child returns. Please also note that you **should not request work ahead of time for a student’s absence and makeup work cannot be requested until after the third day of an absence.**

Last, please remember that if your child is not here when the 9:00 bell rings, your child is absent. If they have a doctor’s appointment and return after 9:00, please get a doctor’s note and turn it in to the office when your child returns to school. **If a student gets to school after the 7:45 bell and the front doors have closed, they are tardy.** If they arrive between 7:45-9:00, they are tardy.

**We know it can seem tedious but we need and appreciate your help with attendance!**

Chel Van Dover and Kim Garrett
Miller Secretaries
Absence Excuse Note

Teacher/Grade ______________
Date ______________

Student Name ____________________

Dates Missed _____________________

Reason for the Absence: ___________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Parent Signature___________________________

Office Use Only:  Excuse Code _________________

    Date Received_________________

Absence Excuse Note

Teacher/Grade ______________
Date ______________

Student Name ____________________

Dates Missed _____________________

Reason for the Absence: ___________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Parent Signature___________________________

Office Use Only:  Excuse Code _________________

    Date Received_________________