

North Gwinnett Middle School

Student Absence Excuse Note

*****FORM MUST BE FILLED OUT COMPLETELY TO BE PROCESSED*****

Student ID: _____ Homeroom: _____ Grade: _____

First Name: _____ Last Name: _____

Absence Date (s): _____

The state of Georgia accepts the following reasons for a student to be considered excused from a school absence or tardy. Please check one. Upon return to school, students should submit the completed absence form to their homeroom teacher. Parents/guardians may also email this form to ngmsattendance@gcpsk12.org. **Email notes must include the student's grade level in the subject line.**

- ☐ Personal Illness
- ☐ Serious illness or death in a student's immediate family
- ☐ Doctor/Dentist/Other Healthcare Professional. Attach documentation if available.
- ☐ Mandatory court order or an order from a government agency. Attach documentation.
- ☐ Conditions rendering attendance impossible or hazardous to student health or safety.
- ☐ Student visiting with family member prior to or between deployments as a member of the US Armed Forces or National Guard.
- ☐ Recognized religious holiday. Please list holiday: _____

☐ Unexcused absence with reason: _____

I hereby certify that the above information is accurate and have attached all available formal documentation.

Parent Name (Print): _____

Parent Phone: _____

Parent Signature: _____ Date: _____