



**HARBINS ELEMENTARY SCHOOL
STUDENT ABSENCE / TARDY EXCUSE NOTE**



_____ Student's Legal Name (print)
(Last, First, Middle)

_____ Teacher's Name, & Date of absence

_____ Parent's/Guardian's Name (print)
(Last, First, Middle)

_____ Home & Work Telephone Numbers *
Home Father's Work Mother's Work

The state of Georgia will accept 9 reasons for a student to be considered excused from a school absence or tardy. Please check one of the below and have the student turn this form in to the classroom teacher upon returning to school.

- _____ Personal illness jeopardizes personal health or health of others
- _____ Doctor/Dentist/other healthcare professional
- _____ Serious illness or death in immediate family. List family member and relationship to student _____
- _____ Religious holiday.
- _____ Student under orders from a government agency. Documentation must be attached.
- _____ Voter registration or voting (18 years or older).
- _____ Conditions rendering school attendance impossible or hazardous to student's health or safety.
- _____ Tests and physical exams for military service including National Guard. Documentation must be attached.
- _____ A student misses school days to spend time with active duty combat-zoned parent(s) who are about to leave for overseas deployment or who are between military deployments (maximum of 5 days per school year).

Whenever possible, attach a copy of the formal documentation such as a doctor's note.

_____ Unexcused absence with reason _____

Parent's notes will be accepted for the first ten (10) excused all-day absences per school year and six (6) check-ins per school year. Thereafter, the only excused reasons for absences or check-ins must be verified through the following formal documentation.

1. Doctor or hospital note
2. Court or government mandated papers
3. Funeral brochures or programs

Excused documentation should be submitted to the classroom teacher within two (2) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

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

Parent's/Guardian's Signature _____ Date _____