

Edinboro Elementary School

Today's Date: _____

Student's Full Name: _____

_____ Grade _____

(First) _____ (Last) _____

Teacher _____

(Select one below):

• Absent on _____

• Tardy on _____

• Has an appointment today and needs to be

released at: _____

(time of day)

Reason for the absence/tardy/appointment:

(Parent/Guardian Signature)

*Completed form must be returned within 3 school days after the child's return to school to be considered a legal or excused absence or tardy. Completed forms received after the 3rd day will not be accepted as removing the illegal classification of the absence or tardy.

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