

**General McLane High School**

**Excuse/Tardy/Appointment Form**

Today's Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_  
Grade \_\_\_\_\_

(First) (Last)

(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 3<sup>rd</sup> day will not be accepted as removing the illegal classification of the absence or tardy.**

**General McLane High School**

**Excuse/Tardy/Appointment Form**

Today's Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_  
Grade \_\_\_\_\_

(First) (Last)

(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 3<sup>rd</sup> day will not be accepted as removing the illegal classification of the absence or tardy.**

**General McLane High School**

**Excuse/Tardy/Appointment Form**

Today's Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_  
Grade \_\_\_\_\_

(First) (Last)

(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 3<sup>rd</sup> day will not be accepted as removing the illegal classification of the absence or tardy.**

**General McLane High School**

**Excuse/Tardy/Appointment Form**

Today's Date: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_  
Grade \_\_\_\_\_

(First) (Last)

(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 3<sup>rd</sup> day will not be accepted as removing the illegal classification of the absence or tardy.**