

McKean Elementary School  
Excuse/Tardy/Appointment Form  
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 5 school days after the child's return to school to be considered a legal or excused absence or tardy. Completed forms received after the 5th day will not be accepted as removing the illegal classification of the absence or tardy.

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