

**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 _____
- To be dismissed at: _____
(time of day)

Reason for the absence/tardy/early dismissal:

(Parent/Guardian Signature)

***** Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.**

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