

**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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