Edinboro Elementary School  Today's Date:	Edinboro Elementary School  Today's Date:
Grade	Grade
(First) (Last) Teacher	(First) (Last) Teacher
(Select one below):	(Select one below):
Absent on	• Absent on
• Tardy on	• Tardy on
<ul> <li>Has an appointment today and needs to be</li> </ul>	<ul> <li>Has an appointment today and needs to be</li> </ul>
released at:	released at:
(time of day)	(time of day)
Reason for the absence/tardy/appointment:	Reason for the absence/tardy/appointment:
(Parent/Guardian Signature)	(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.	*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.
Edinboro Elementary School	Edinboro Elementary School
Today's Date:	Today's Date:
Student's Full Name:	Student's Full Name:
Grade	Grade
(First) (Last)	(First) (Last)
Teacher (Select one below):	Teacher(Select one below):
• Absent on	• Absent on
• Tardy on	• Tardy on
• Has an appointment today and needs to be	• Has an appointment today and needs to be
released at:	released at:
(time of day) Reason for the absence/tardy/appointment:	(time of day) Reason for the absence/tardy/appointment:
(Parent/Guardian Signature)	(Parent/Guardian Signature)
*Completed forms moved by watermand within 2 pelocal days of the	*Commission forms moved by returned within 2 calculations of the th

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