

**McKean Elementary School  
Excuse/Tardy/Dismissal 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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