



# Highlands School District Absence / Tardy Form

*NOTE: Absences shall be treated as unlawful/unexcused until the District receives a written excuse explaining the absence. Excuses need to be submitted within three (3) days of the absence.*

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Date of Absence(s)\* \_\_\_\_\_

Reason for Absence: Please check the corresponding item associated with your child's absence.

\_\_\_\_\_ Personal Illness                      \_\_\_\_\_ Medical Appointment\*                      \_\_\_\_\_ Funeral of Relative  
\_\_\_\_\_ Required Court Attendance\*                      \_\_\_\_\_ Other Urgent Reason                      \_\_\_\_\_ Religious Holiday/Instruction

*For college visits and family educational trips, please submit the appropriate form five (5) days prior to absence.*

My child was **tardy** due to \_\_\_\_\_

Please list any other information the school should know \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

*\*Please provide a medical excuse for the absence to be doctor excused or a court excuse for the absence to be court excused. Otherwise, the absence will be marked as parent excused.*

Aug. 2023



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