

Sugar Creek Elementary School

26595 Salem Minor Hill Road
Lester, Alabama 35647
Phone (256) 233-6669



Excused Absence Note

Today's Date

Dear _____,
Teacher's Name

Please excuse my child _____ from school on _____
Date(s) of Absence(s)

- for
- 1. Personal Illness (limit of **10 days** per year without doctor's excuse.)
 - 2. Hospitalization/Medical or Dental appointment of student (*documentation from doctor's office required.)
 - 3. Emergency (approved by principal)
 - 4. Death of immediate family (Immediate family includes husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, nephew, niece, grandfather, grandmother, uncle, and aunt.)
 - 5. Court subpoena
 - 6. Religious holiday (with prior written approval by principal)
 - 7. Absence approved by principal (absence must be approved in advance)
Explanation of Absence Needing Principal Approval

Also, please send home all make-up work with my child, so he/she will will be prepared upon his/her return to school.

****Please be proactive and turn this Excused Absence Note in to your child's teacher within 3 days after an absence.**

Thank you,

Parent Signature

Sugar Creek Bobcats L.E.A.D.

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"Where Leaders are Mentored, Motivated, and Equipped to Succeed!"