

**DULUTH HIGH SCHOOL  
STUDENT ABSENCE / TARDY EXCUSE NOTE**

Student's Printed Name & ID number		
(Last, First, Middle)	(ID Number)	
Date(s) of absence		
Parent's/Guardian's Printed Name		
(Last, First, Middle)		
Home & Work Telephone Numbers *		
Home	Father's Work	Mother's Work

The state of Georgia will accept 8 reasons for a student to be considered excused from a school absence or tardy. Please check one of the below reasons and have the student turn this form in to the attendance office the morning they return to school.

- Personal illness jeopardizes personal health or health of others
- Serious illness or death in immediate family.
- Religious holiday.
- Student under orders from a government agency. Documentation must be attached.
- Voter registration (18 years or older) or voting.
- Conditions rendering school attendance impossible or hazardous to student's health or safety.
- Tests and physical exams for military service including National Guard. Documentation must be attached.
- A student misses school days to spend time with active duty combat-zoned parent(s) or sibling, who are about to leave for overseas deployment or who are between military deployments.

Whenever possible, attach a copy of the formal documentation such as appointment verification from Doctor or Government Agency.

- Unexcused absence with reason \_\_\_\_\_  
(Family trip, DMV appointment)
- College Visit

**Parent's notes will be accepted for a total of FIVE (5) all-day absences or late check-ins per semester. Thereafter, future absences must be documented to Excuse.**

1. Doctor or hospital note.
2. Court or government mandated papers.

**Parent note or documentation to be submitted to the attendance office within two 2) days upon return to school. Failure to do so may result in the absence or tardy unexcused.**

I hereby certify that the above information is accurate.

Parent's/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_