



Marion Center Area School District  
**EXCUSE FOR ABSENCE/TARDY/EARLY DISMISSAL**



was absent/tardy on \_\_\_\_\_

\_\_\_\_\_  
 Student Name

\_\_\_\_\_  
 Grade

\_\_\_\_\_  
 List Date(s)

Students are required to present an excuse within three (3) days upon returning to school after being absent or the absence will be marked unlawful. Kindly state the reason for absence/tardy below. If you have a doctor's excuse, please attach the excuse to this printout.

**Reason for absence/tardy:**

This excuse will be kept on file for the inspection of School Officials.

Absence claimed by illness may require a report form from a physician, or examination by the School Nurse or Health Official.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Physician/Office Personnel

**OFFICE USE ONLY**

Arrival/Dismissal Time: \_\_\_\_\_

Reminder #1 sent on/by \_\_\_\_\_

Reminder #2 sent on/by \_\_\_\_\_