



# Tallahassee Classical School

## Request to Excuse an Absence

Students are not to be absent from school except for the following documented reasons:

1. Illness and/or medical care (unless doctor's note has been provided)
2. Death in the family
3. Legal reasons
4. Religious Holidays/Observances
5. Pre-arranged absences approved by an administrator at least a week in advance of absence.
6. Other special circumstance or insurmountable conditions (approved by an administrator)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Reason for absence (attach documentation if necessary):

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Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home or cell phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

**\*\* This form must be returned to the office within 10 days of the absence \*\***

Absence Excused \_\_\_\_\_ Absence Unexcused \_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_