

Absence notes may be turned in, within 3 days of absence, to **El Paso 050**, emailed to RCHSAbsence@dccc.edu, or faxed to (972) 238-6318. Turning notes in to any other place will result in your note not being accepted.

RICHLAND COLLEGIATE HIGH SCHOOL

ABSENCE NOTE

- **PLEASE COMPLETE THIS FORM FOR ALL ABSENCES THAT DO NOT REQUIRE OFFICIAL DOCUMENTATION.**
(Official documentation is required for: visits to the doctor/dentist, court, college visits, & religious holy days)
- **THIS FORM MUST BE TURNED IN WITHIN 3 DAYS OF THE STUDENTS RETURN TO SCHOOL**
- **ALL INFORMATION MUST BE COMPLETED IN ORDER FOR THE FORM TO BE ACCEPTED**

Student's Name: _____ Student ID Number: _____

Date of Absence: _____ Was student absent for ALL classes? Yes No

(If yes, please SKIP down to "reason for absence")

*If the student was only absent **part of a day**, please complete the following for time **missed**:

Date	Out all day? (If so, stop here. If not, fill out rest of boxes) →	Time In	Signed in with attendance office?
	YES or NO		

- ***** PLEASE NOTE: If only part of a day was missed and the student *did not sign in* at the attendance office, this note will **not** be accepted. If student left campus for **any** reason, this note will **not** be accepted to excuse the absence. Student must return with **official** documentation to excuse the absence. If a student is ill, one must leave through the health center. *****

Reason for absence: _____

Parent/Guardian's Signature: _____ Date: _____

Contact Number: _____ Email (optional): _____

FOR OFFICE USE ONLY:

RECEIVED BY: _____ NOTE ACCEPTED: YES NO ENTERED BY: _____

RECEIVED DATE: _____ PARENT NOTE #: _____ COPY GIVEN TO STUDENT? Y N ENTERED DATE: _____