



STUDENT ABSENCE LETTER

Today's Date: _____

Please excuse _____ from school on _____
(Print student's full name) (Date of absence)

Please give a brief reason for absence and attach doctor's note if applicable

(Parent's Signature)

Grades K-5 Please return to Elementary School office
Grades 6-12 Please return to High School office

*Please refer to the WCA handbook-a note must be submitted within five days of absence.

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