

PARENT/GUARDIAN EXCUSE NOTES

TO: Attendance Secretary

(NAME OF SCHOOL) School

NAME OF STUDENT: _____ ID# _____

TEXAS EDUCATION CODE

- BY LAW: 10 or more unexcused absences may subject both parent and student to court procedures (which could include fines and/or court costs). TEC, Ch. 25.

KISD POLICY/PROCEDURE

- Parents may write notes excusing not more than 10 full day, or 10 parts of a day (or a combination of both totaling 10), per school year.
- A doctor's note is required to cover each day/parts of a day absent after 10 parent notes have been written.

Please excuse my child from class attendance for the following dates/reasons:

	<u>DATE</u>	<u>REASON ABSENT</u>
1.	_____	---
2.	_____	---
3.	_____	---
4.	_____	---
5.	_____	---
6.	_____	---
7.	_____	---
8.	_____	---
9.	_____	---
10.	_____	---

(SIGNATURE OF PARENT OR GUARDIAN)

(DATE)