



# ABSENCE NOTE

EVERY ELEMENTARY SCHOOL

Please complete this form and return to your child's homeroom teacher the first day back from any absences. The Front Office will use this form to properly code absences. Please feel free to contact your child's homeroom teacher or the Front Office if you have any questions regarding your student's absence.

**Today's Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
(First) (Last)

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_ **School ID #:** \_\_\_\_\_

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

**Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

*"The Cherokee County Board of Education recognizes that, in order to receive maximum benefit from the instructional program, students are expected to attend school each day. It is understood that good attendance habits positively impact the learning process. While administrators and teachers are responsible for providing quality instruction in an environment where learning can flourish, parents/guardians and students must assume responsibility for being punctual and attending school regularly. Although circumstances may necessitate that a student be absent from school, the Cherokee County Board of Education recognizes that optimal learning takes place when the student is present and involved in classroom activities. Accordingly, it is critically important that parents/guardians make every effort to have their children attend school."*