



ARCHBISHOP HANNAN HIGH SCHOOL ABSENCE FORM

Instructions: The student must bring this note, signed by a parent/guardian, to the Attendance Office between 7:15 and 8:00 on the day he or she returns to school. In the event the school does not receive this note within 48 hours of the student's return, the school will consider the absence unexcused. Whether or not a student's absence from class is excused or unexcused will depend on the underlying reason and the documentation provided. For more details regarding attendance requirements and policies at Archbishop Hannan High School please refer to the *Student-Parent Handbook*.

STUDENT NAME:	
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PARENT NAME:	
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CELL NUMBER:	
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ABSENCE DATE(S):	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">From:</td> <td style="width: 33%; border: none;">To:</td> <td style="width: 34%; border: none;">Total Days:</td> </tr> </table>	From:	To:	Total Days:
From:	To:	Total Days:		

REASON FOR ABSENCE:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Medical/Dental Appointment**</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Student Illness/Injury</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Pre-approved Absence</td> <td style="border: none;"><input type="checkbox"/> Death/Funeral Immediate Family</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> College Visit</td> <td style="border: none;"><input type="checkbox"/> Other (Provide detail below)</td> </tr> </table> <p>**Proof of appointment from the doctor's office is required.</p>	<input type="checkbox"/> Medical/Dental Appointment**	<input type="checkbox"/> Student Illness/Injury	<input type="checkbox"/> Pre-approved Absence	<input type="checkbox"/> Death/Funeral Immediate Family	<input type="checkbox"/> College Visit	<input type="checkbox"/> Other (Provide detail below)
<input type="checkbox"/> Medical/Dental Appointment**	<input type="checkbox"/> Student Illness/Injury						
<input type="checkbox"/> Pre-approved Absence	<input type="checkbox"/> Death/Funeral Immediate Family						
<input type="checkbox"/> College Visit	<input type="checkbox"/> Other (Provide detail below)						

EXPLANATION:	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
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PARENT SIGNATURE:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: right; padding-top: 5px;">Date:</div>
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ATTENDANCE OFFICE USE ONLY	
RECEIVED: _____	VERIFIED: _____
EXCUSED ABSENCE: _____	UNEXCUSED ABSENCE: _____