



*East Flora Elementary School*  
*4659 Highway 22 East*  
*Flora MS 39071*  
*(601) 879-8724*  
*Dr. Marsha Peoples, Principal*

## ABSENCE EXCUSE FORM

Admittance after an Absence

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
student first and last name

was unable to attend school on \_\_\_\_\_

\_\_\_\_\_  
month, date, year

due to \_\_\_\_\_

\_\_\_\_\_  
Reason for the absence

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Contact Number

### **Note:**

Regular attendance and academic success go hand in hand. The Madison County School District requires students to regularly attend class in order to receive a grade. By law, any student accumulating five unexcused absences must be reported to the Madison County Attendance Office. Excessive absences and tardiness may result in failure due to inadequate performance.

When a student returns from an absence of 1 or more days, the student must submit an excuse from his/her parent or guardian to the attendance clerk or counselor stating the reason for the absence in order to receive an excused absence. The student will then be issued an admittance slip to class. The excuse, handwritten or emailed, shall contain the date written, the student first and last name, the date/dates of the absence, the cause of absence, and the parent/legal guardian's name. A medical excuse may be required at the discretion of school personnel. If a check-in or check-out results in a student being counted as absent for the day, the check-in/out sheet will be used as verification in lieu of a written excuse from the parent/guardian.

**Excuses submitted more than 2 days after the absence may not be accepted.**

**\* Any child with a temperature of 100°, vomiting, or suffering diarrhea must be picked up immediately. Students sent home with any of these conditions should not return to school until free of symptoms without medication for 24 hours.**

A perfect attendance certificate will be awarded to only those students who have not been absent, tardy, or withdrawn from any class for any reason during the entire school year.