



# University Park Elementary School

## Absence Excuse Form

Student's Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Students may be excused from school for the following reasons:

1. Religious holidays.
2. Illness (attach a physician's note or list specific illness)
3. Urgent Reasons (the term "urgent reasons" shall be *strictly interpreted*.)
4. Educational Tours/Trips which are not sponsored by Gateway School District.
  - a. If a student is missing 2 or more days of school, please complete an Extended Absence Request form. These can be obtained by contacting the UP Main Office.

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

Reasons for Absence:

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Parent/Guardian Signature:

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Date: \_\_\_\_\_

*All absences must be verified by a written excuse from parents and submitted to homeroom teachers within three (3) school days upon the student's return. The absence will be deemed illegal if a written excuse is not provided within the established time.*

*If a student accumulates 3 illegal absences during the course of the year, the district will:*

- *Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three (3) days of any proceeding brought under the statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred; that the absence was illegal and in violation of law; that the parent must be so notified and informed of his/her liability under law for the absence of the student; and further violation during the school term will be prosecuted without notice.*