



## TRITT ELEMENTARY SCHOOL ATTENDANCE NOTIFICATION

My child, \_\_\_\_\_, in Mr. / Ms. \_\_\_\_\_'s  
class was **ABSENT / TARDY** on the following date (s) : \_\_\_\_\_ to \_\_\_\_\_  
(please check the following that apply)

\_\_\_\_\_ **Illness**

\_\_\_\_\_ **Family Illness / Death in Family**

\_\_\_\_\_ **Religious Holiday recognized by Cobb County School District**

\_\_\_\_\_ **Appointment (please specify and/or attach note from doctor/dentist/orthodontist)**

\_\_\_\_\_ **Other** \_\_\_\_\_

(Please specify reason)

A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities by all students on the date of return to school or no later than the following school day after a period of absence from school. **Failure to submit a note within three schools days after a student's return from an absence will result in the absence being marked as unexcused.**

Excuse note: Notes may be tendered by parents and guardians. An excuse note must include: the date(s) of the student's absences, nature of the student's absence, and signed by the parent and /or guardian. Excuse notes originating from a medical professional must be written a stationary that includes the doctor and/ or practice contact information.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_