

Parent Documentation for Absence

Schools are required to report a student's absence accurately. Students and their parents/guardians must provide documentation to the school for all absences either before the absence occurs or as soon as the student returns. Please complete this form and return it to the school to document any absence. Any absences not appropriately documented will be reported as unexcused.

Student name: _____

Date(s) of absence: _____

For partial-day absences, please indicate the time the student arrived and left the school:

Arrival Time: _____ Departure Time: _____

Please list the specific reason(s) for the absence:

Parent/Guardian Signature: _____

Date: _____

家长的缺勤证明文件

学校必须准确报告学生的缺勤情况。学生及其家长/监护人必须在缺勤前或学生返校后，向学校提供所有缺勤的证明文件。请填写此表并将其返回学校，以记录缺勤情况。任何未适当记录的缺勤将被视为无故缺勤。

学生姓名： _____

缺勤日期： _____

对于部分（非全天）缺勤，请注明学生到校和离校的时间：

到校时间： _____ 离校时间： _____

请列出缺勤的具体原因：

家长/监护人签字： _____

日期： _____