

\_\_\_\_\_  
(Today's Date)

My child, \_\_\_\_\_, was absent from school  
(Student's Name)

on \_\_\_\_\_ due to \_\_\_\_\_.  
Month, Day(s), Year (Brief Reason. See Code Table Below)

(Additional Space is provided below for any additional explanation that you may want to include):

Sincerely,  
(Signature of parent or legal Guardian)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code	Reason
01	Death in Immediate Family
02	Illness-Appointments (Doctor, Dentist, Counseling)
07	Violent Storms
09	Religious Holidays
10	State Emergency
13	Family Vacation or Emergency
18	Suspension
19	Lack of bus Transportation
20	Truancy
21	Unlawful