

EXCUSED ABSENCE LETTER

To: _____

From: _____

Student Information:

Full Name: _____

Student ID (if applicable): _____

Grade/Class: _____

Reason for Absence:

This letter serves as a formal notice that the above-named student was absent from school for a valid and excused reason. The absence was due to one or more of the following circumstances as recognized by educational regulations and school policies:

- Illness or injury preventing attendance.
- Medical, dental, or mental health appointments.
- Family emergency or bereavement.
- Religious observance or ceremony.
- Court appearance or legal obligations.
- Other circumstances approved by the school administration.

Duration of Absence:

From (start date): _____

To (end date): _____

Parent/Guardian Certification:

I hereby certify that the information provided herein is true and accurate to the best of my knowledge. I understand that falsifying information related to student attendance may result in disciplinary action in accordance with school policies and applicable laws.

Contact Information for Verification:

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

School Use Only:

Received by: _____ Position: _____

Date received: _____ Signature: _____

Legal Compliance and Acknowledgement:

This excused absence letter is prepared in compliance with applicable United States federal and state laws, including the

Family Educational Rights and Privacy Act (FERPA) and compulsory attendance statutes. The school reserves the right to verify the absence and its stated reasons.

The parent or guardian acknowledges responsibility for ensuring that the student returns to school promptly following the period of excused absence and that any missed assignments or assessments will be completed in accordance with school policies.

Failure to provide accurate information or submission of fraudulent documentation may result in consequences as prescribed by law and school regulations.

This letter shall serve as a formal record and may be retained in the student's educational file in accordance with privacy and recordkeeping requirements.

PARENT/GUARDIAN SIGNATURE

SCHOOL OFFICIAL SIGNATURE

Signature: _____

Signature: _____

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