

ABI STUDENT ABSENCE / TARDY EXCUSE NOTE

Student's Name _____ Date(s) of Absence/tardy
(Last, First, Middle)

Parent's/Guardian's
Name (Last, First, Middle)

Parent's Mobile Phone Number*

The purpose of this notice is to inform ABI with regards to (circle one): 1) an absence or 2) a tardy

The absence will be classified "Excused" only if it is covered by one of the following areas: Please check one of the below and have the student turn this form in to the Administrator the morning they return to school.

- ☐ Personal illness of the student or a doctor's/dentist's appointment.
- ☐ Attendance would be detrimental to the health of the student or others.
- ☐ A serious illness or death in the student's immediate family necessitating absence from the Institute.
- ☐ Compliance with a court order or an order issued by a governmental agency mandating absence from school.
- ☐ Scholarship interviews/college visitations,
- ☐ Travel opportunity with educational benefits,
- ☐ Specialized educational experience,
- ☐ ABI days missed as a result of an out-of-school suspension.
- ☐ Funeral, graduation, or wedding of an immediate family member,
- ☐ Other circumstances that are mutually agreeable to the parent and Administrator and have been pre-approved by the ABI Administrator.

Whenever possible, attach a copy of the formal documentation such as a doctor's note.

Parent's notes will be accepted for up to six (6) excused all---day absences per school year. Thereafter, the only excused reasons for absences must be verified through the following formal documentation.

1. Doctor or hospital note.
2. Court or government mandated papers.
3. Funeral brochures or programs.

Excused documentation should be submitted to the Administrator within three (3) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

I hereby certify that the above information is accurate and have attached all available formal documentation.

Parent's/Guardian's Signature _____ Date _____

* A phone call to a parent may take place to verify authenticity.

