



Absence Excuse Form Pensacola Catholic High School

Parents/guardians have three days from when the student returns to school to provide an excuse note for the absence. Failure to submit an excuse note to the Front Office during this time period will result in the absence remaining unexcused which can affect the student's grade and ability to receive credit for make-up work.

Today's Date: _____ / _____ / _____

Student name: _____ Grade: _____
(First and Last Name--Please print legibly)

Date(s) of absence: _____

(Check appropriate one.)

_____ Absent whole day

_____ Checked in Late

Student needs to Check-out at this time: _____
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Reason for absence: _____

Check if documentation is attached.

Parent/guardian signature _____

Parent/guardian name _____
Please print legibly

Contact phone number _____