Pointe Coupee Parish School Board Parent Note Template

Parent Note for Sickness. Five (5) days or five (5) tardies or a combination totaling 5 PER SEMESTER can be excused with a parent note explaining that the child was sick and unable to attend school. Only 5 parent notes per sememster are allowed; no more than 10 will be accpeted during a school year.

Please complete this template to explain your child's illness to make the process easier to excuse the absence and return to your child's school clerk within the month of the missed day or tardy.

Child's Name	Grade	School
Date Missed:	CHECK ONE: ____ Full Day Absence ____ ½ Day Absence ____Tardy	

Explanation of Student Absence:

_____ _____

Parent/Guardian Signature Date

For School Office Use Only

Note received by: _____ Date: _____

Parent Note _____ of 10