Dear SPHS First Period Teacher:

My son/daughter (first and last name) ________________________________________________
was absent from school on (Month/Day/Year) _______________________________________
for (reason stated below):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please Note:

• The note must be submitted to student’s first period teacher within three school days of
  the student’s return to school (either A-day or B-day 1st period teacher, regardless of
  absence day).
• Notes for absences more than 3 school days in the past, student must take the note to
  his/her alpha assistant principal for review.
• A doctor’s note is required if absence is in excess of five consecutive school days.
• If no note is submitted or if the note is brought later than the third day, the absence is
  coded unlawful and credit for make-up work is at the teacher’s discretion.

______________________________________  ______________________________________
Parent Signature  Today’s Date

______________________________________  Indicate  ____ Cell  ____ Home  ____ Work
Daytime Phone Number

REV. 8/2017