



# Debbie School



## Absence Notification Form

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Every time a child is absent from school, we are **required by Miami-Dade County Public Schools to obtain documentation regarding your child's absences. Please be aware that excessive absences will affect your child's progress in his/her educational development.** Excused absences include the following:

- Medical Appointment
- Illness
- Death in the Family
- Religious Holiday

If a note is not received, an unexcused absence is recorded in the attendance log. Unexcused absences are:

- Vacations
- Illness of Others
- Non-Compliance with Immunization Requirements

If your child is absent for **five (5) days or more** due to illness or injury, a **doctor's note is required** stating the reason for the absence, the dates of absence, and that the child is able to return to school. **Any absence involving a contagious disease requires a doctor's note regardless of days absent. Please attach doctor's note to this form.**

**Please complete the Absence Notification Form within 3 days of the student's absence.** In an effort to standardize attendance procedures to review school absences, no other letters/ forms will be accepted.

**Please sign this form as acknowledgement that you are aware that absences will affect your child's education.**

**Student's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Date(s) of absence(s):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Reason for absence(s) (Use back of this form if necessary):**

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