

# Absence Note

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\*\*\* Three (3) or more consecutive absences will require a note from a medical provider.

**1 EKA School Day = 1.3 Days**

Please use this form when your child misses school. Additional forms may be downloaded from the website and are available at the office.

Date(s) of Absence	
Period(s) Missed	
Student Name	
Student's Teacher	Grade

Reason for Absence(s)	
Parent/Guardian Signature	Date
Home Phone	Work/Cell Phone
Parent Email	

Students who have been absent must provide written notice from the parent/guardian to the school explaining the reason for the absence within 3 school days after their return from the absence AND turn **in any missing work**. Failure to provide an excused absence note within 3 days AND turn in missed school work will result in an unexcused absence. In accordance with NRS, an unexcused absence is deemed truant. It is the parent/guardian responsibility to request homework from the teacher.

**Please Note:** EKA must report habitual truancy to Child Protective Services for educational neglect.

**For Office Use Only:**  Excused  Unexcused  Unexcused Due To Incomplete Work