



# Northgate School District

Avalon Elementary 412-732-3300 x 3000  
 Bellevue Elementary 412-732-3300 x 4000  
 Northgate Middle/High School 412-732-3300 x 1000, 1001, 1002

## ATTENDANCE EXCUSE

*Please print legibly.*

\_\_\_\_\_ Student Name \_\_\_\_\_ Grade

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Daytime Telephone \_\_\_\_\_ Today's Date

*This Attendance Excuse must be turned into the Attendance Office within three (3) days of the date of absence.*

STUDENT was ABSENT on the following day/days \_\_\_\_\_

REASON \_\_\_\_\_

TO REQUEST an EARLY DISMISSAL: Turn this Attendance Excuse into the Attendance Office by 9:00 a.m.

STUDENT requires an EARLY DISMISSAL on DATE \_\_\_\_\_ TIME \_\_\_\_\_

REASON \_\_\_\_\_

Check One Only:

Parent/Guardian will pick student up

Student drove/walked to school and has permission to leave on their own

The following ADULT will pick up the student \_\_\_\_\_

STUDENT was TARDY on the following day \_\_\_\_\_

REASON \_\_\_\_\_

*All attendance excuses must be received within three (3) days upon return to school; otherwise, the absence may remain UNEXCUSED and make-up work may be withheld.*

*It is the student's responsibility to make-up any missed assignments, tests, gym classes, etc.*