



Murdock Elementary School

Absence & Tardy Notification

CCSD Policy JB-R: A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities by all students. Failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused.

Student Name: _____

Homeroom Teacher Name: _____

Date(s) of Absence: _____

Reason For Absence:

Illness

Other (Please explain)

Serious Family Illness/Death
in the family

Religious Holiday

Medical Appointment

**Note: Reasons other than those listed may not be excused.*

Parent Signature: _____ **Date:** ____/____/____