

North Hills School District  
Student Absence Excuse

Name of Student: \_\_\_\_\_

Date of Absence: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X  
Parent/Guardian Signature

FAILURE TO RETURN AN EXCUSE WITHIN 3 DAYS OF ABSENCE MAY  
RESULT IN THE ABSENCE BEING DECLARED UNEXCUSED AND THE  
STUDENT WILL NOT BE PERMITTED TO MAKE UP MISSED WORK FOR  
CREDIT.

For school use only

CIRCLE ONE  
-----  
Excused                      Unexcused                      Unlawful

NUMBER OF ABSENCE THIS SCHOOL YEAR: \_\_\_\_\_

North Hills School District  
Note to School

Name of Student: \_\_\_\_\_

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

Please check applicable items:

- Is late due to \_\_\_\_\_  
\_\_\_\_\_
- Will be picked up by \_\_\_\_\_  
AT \_\_\_\_\_ am/pm due to \_\_\_\_\_  
\_\_\_\_\_
- Will be going home with \_\_\_\_\_  
\_\_\_\_\_
- Other \_\_\_\_\_

X  
Parent/Guardian Signature

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North Hills School District Attendance Policy 204

1. Cumulative Absence Management

- A maximum of ten (10) days of cumulative absences verified by parental notification may be permitted during a school year.
- After three (3) or more consecutive school days' absence, the school administrator may request that the parents/student provide a doctor's certification of absence.
- All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
  - Failure to comply with providing medical documentation may result in the absence being deemed unlawful and may result in the district filing truancy charges with the local magistrate.
- Students shall not accumulate more than nine (9) absences in a semester, and no more than eighteen (18) absences during a school year.
- Students that exceed nine (9) absences (excused and unexcused) from a semester class or eighteen (18) absences (excused and unexcused) from an all year class may be retained at grade level for the following school year or forfeit credits earned for the current school semester and/or school year, due to excessive absences.**

2. Educational Tours and Trips

The Superintendent or designee may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the District if the following conditions are met:

- a. Unless unusual circumstances exist, the parent/guardian will submit a written request by means of the District's Educational Trip Request Form, for excusal two (2) weeks prior to the date of the trip.
  - b. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent or designee.
  - c. Students shall be granted the privilege of making up work missed by excused absence. However, the responsibility for making up the work lies entirely with the student. Arrangements shall be made with the teachers as to the work which will be missed.
- Absences as a result of educational trips **will** accrue towards a student's total number of absences in a given school year.
  - The Superintendent or designee may deny requests, or limit the duration of tours or trips for which excused absences for the student would exceed nine (9) absences in a semester or eighteen (18) absences in a school year.

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