Dear Parents and Guardians,

To the right is a sample absence form for future use. This form includes all the necessary information that attendance needs should your child be late to school, is absent or requires an early dismissal. (High school students with a driver's license, a registered parking space and a signed note from a parent may leave early and drive themselves.) The 'other' category can be used to request a Passport for a future full-day absence.

STUDENTS 18 YEARS OF AGE MUST STILL HAVE NOTES FROM HOME TO EXCUSE ABSENCES, TARDIES AND TO LEAVE CAMPUS EARLY

Please feel free to detach and copy this form for use throughout the school year - more copies can be obtained in the front office. This form is not required to excuse an absence but is simple to complete and will help assure that you've included all the necessary information for your child. Handwritten, signed notes are still accepted and doctor notes are always strongly recommended when available.

Thank you,

Pine View School Attendance

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
PINE VIEW SCHOOL
1 PYTHON PATH, OSPREY, FL 34229
PHONE (941) 486-2001  FAX (941) 486-2042

ABSENCE EXCUSE FORM

Student Name________________________________________ Grade________
DOB_______________________________________________________

☐ Is LATE, Reason__________________________________________

☐ Is LEAVING EARLY
  Time of early dismissal______________________________
  Individual picking up______________________________
  Reason for early dismissal______________________________

An individual picking up a student must be on the student's contact list

☐ High school student has permission to LEAVE EARLY
  and drive themselves off campus.
  Time of early dismissal______________________________
  Purpose of early dismissal______________________________
  Registered Parking Space No.__________________________

☐ ABSENCE (Full Day)
  Date of absence______________________________
  Reason for absence______________________________

☐ Passport Request
  Date(s) of future absence______________________________
  Purpose of absence______________________________

_____________________________________________________
Parent/Guardian Name (Print)
_____________________________________________________
Parent/Guardian Signature
__________________________  ________
Date

RET:  Master, 30 days aft grade period, GS7, 1
Dupl., OSA
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