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School: \_\_\_\_\_

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Absence Called In Via Phone (complete below):

Name of caller (must be parent or guardian): \_\_\_\_\_ Time of call: \_\_\_\_\_

Form completed by \_\_\_\_\_ Date: \_\_\_\_\_

For Attendance Office Use Only:

Student Number: \_\_\_\_\_

Absence coded as:  Unexcused (UNX)  Parent Authorized Absence (PAA)  Parent Medical (PMD)

Parent Authorized Late Arrival (PALA)  Parent Medical Late Arrival (PMLA)

Parent Authorized Early Leave (PAEL)  Parent Medical Early Leave (PMEL)

Note: If this request exceeds the students 9th Parent Authorized Absence (PAA, PALA and/or PAEL), or the request is received more than one week after the last date of absence, you must submit a Request For Principal Approval of an Excused Absence form to the Administrator for proper coding.

Date Entered Into IC \_\_\_\_\_ Entered By: \_\_\_\_\_

(Note: Only change the absence code if the reason given meets the criteria in the Board Policy)