



Carlynton School District

Carnegie Rosslyn Farms Crafton

The Carlynton Board of Directors and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

All students of compulsory school age are required to comply with the adopted Board policy governing attendance. When a student is absent from school, the parent/guardian must provide a written excuse to the Attendance Office at the JSHS or the Main Office at the Elementary level within three days of the absence when returning to school regardless of the student's age. The parent/guardian may use this form to communicate the reason for the absence from school. This form may be downloaded and sent electronically through email to the building principal from a parent/guardian email account that is on file with the district. For College Visits and Educational Trips please submit the Educational Trip Request Form.

EXCUSED ABSENCE FORM

Student Name: _____ Grade: _____

Building: ☐ Carnegie Elementary School Today's Date: _____
☐ Crafton Elementary School
☐ Junior/Senior High School

Parent/Guardian Name: _____

Phone Number: _____

Date(s) Absent from School: _____

Reason for Absence:

☐ Personal Illness ☐ Medical, Dental, Clinic, or Hospital Appointment
☐ Religious Holiday or Instruction ☐ Quarantine of the child or family
☐ Death in the Immediate Family ☐ Required Court Attendance

If the absence does not meet any of the above reasons, please specify the reason below.

Parent/Guardian Signature

Date

Upon return to school, students are responsible for gathering and completing assignments from each of their teachers.