



Mission Heights Preparatory High School

Excused Absence/Tardy

Written Documentation



Student Name _____ Grade Level _____

Reason for Absence/Tardy (in order for it to be excused, one of the following reasons must be marked; you may not add other reasons):

- Illness
- Chronic Illness (documentation must be on file)
- Medical/Dental/Health Appointment (provide documentation if available)
- Related to the Legal System (explain) _____
(provide documentation if available)
- Family Emergency
- Wedding or Bereavement
- Religious Observations
- College Visit (explain) _____

Date of Absences/Tardies: _____

Tardy - Time arrived: _____

Tardy - Time left: _____

Parent/Guardian Name: _____

Parent/Guardian Daytime Phone #: _____

Parent/Guardian Signature: _____

Please staple a copy of any available documentation to this form and turn it into the office within 48 hours of the student's return to school.