

# Columbia Borough School District

## Absence Excuse Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 School: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Absent Date(s): \_\_\_\_\_  
 Early Dismissal Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_

*Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. For the complete Board Policy #204 on attendance, please go to [www.columbiabsd.org](http://www.columbiabsd.org).*

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