

**EXPLORER MIDDLE SCHOOL  
ABSENCE/TARDY EXCUSE FORM**

(To be considered excused, form must be provided to the Attendance Secretary within 24 hours of the student's return to school.)

**Student Name:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

<b><u>Absence</u></b>
<b>Reason for Absence:</b> Date(s) of Absence: _____
____ Medical Appointment (verification required)
____ Funeral
____ Legal
____ Sick (Doctor's note may be requested on 4 <sup>th</sup> day)
____ Other (please explain) _____
_____

<b><u>Tardy</u></b>
Arrival Time _____ Date of Tardy: _____
<b>Reason for Tardy:</b>
____ Medical Appointment (verification required)
____ Funeral
____ Legal
____ Other (please explain) _____
_____

*Explorer FAX number (602) 449-4205*

Parent name: \_\_\_\_\_ (please print)      Student signature: \_\_\_\_\_  
Parent signature: \_\_\_\_\_

**IN CLASS INSTRUCTIONAL TIME IS CRUCIAL TO THE TOTAL LEARNING EXPERIENCE!!**

For office use only:  
Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Unverified \_\_\_\_\_

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