

### **Advanced Excuse Process:**

From the Office:

At this time we would like to remind you how our Advanced Excuse process works.

When your child will be gone for **three (3) or more** days you need to contact the office at least two days prior to the absence to receive homework and to have the absence excused. The student will receive a form from the office to take to all their classes for assignments.

Please remember absences can only be excused through the attendance office and not through a teacher.

The attendance office phone number is 254-6326

Your few days' notice will greatly help in making this process run smoothly. Thank you.