



Dublin City Schools Absence Notification Form

When a student is absent in Dublin City Schools, a parent must call the school within one hour of the start of the school day to report his or her child's absence from school. When the student returns to school, parents *must provide written notification of their child's absence* and the reason the student was not in attendance at school. This written notification can be a written note, e-mail, or the completion of the form below. All written communication should be provided to the school's office.

Name of Student:

School:

Date of Absence(s):

Reason for Absence:

Parent Signature

Date

August, 2011