



<http://schools.polk-fl.net/ee/>

PARENT/ GUARDIAN EXCUSE NOTE

To excuse an early check out or an absence, you need to submit a doctor's note or parent note with reason stated **(be advised- only district preapproved reasons are excused)**. Parent notes with **district preapproved reasons** can excuse absences (A) up to 10 days in a school calendar year. **After the 10 days of parental notes, only doctor note(s) can excuse absences.**

Student's Name _____

Teacher's Name _____

Date(s) of Absence(s) _____

Reason _____

Parent Name (Print)

Parent Signature

Date

Code of Conduct Attendance Policy

Polk County Public Schools District takes pride in offering quality education to all students, and believes that regular school attendance is an important part of educational success.

Florida law requires all children between the ages of 6 and 16 to attend school regularly. Legal actions may be taken against the parent and/or the student for nonattendance.

Personal Illness of the student: Medical evidence (a doctor's verification) is required by the Attendance Manager for absences exceeding five (5) consecutive days or ten (10) non-consecutive days **within a ninety (90) calendar day period**. A student shall be excused for absences caused by personal illness. A note explaining the absence which has been signed by the parent must accompany the student on return to school after this period of time, a doctor's verification will be required. If no verification is submitted within three (3) student attendance days upon return to school, referral to the school nurse will be required. [F. S. 1003.24(4)].

-Please feel free to attach any and all necessary documents to this note-