



# ANDREAN HIGH SCHOOL

CHRIST IS MY TEACHER

## Absence Note

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents to support student absence (ex: doctor's note): Please circle - Yes      No  
If circled Yes, please attach a copy of the document to this form.

### PROCEDURES TO FOLLOW WHEN AN ABSENCE OCCURS

1. Parental Responsibilities:
  - a. Parents are expected to assume the responsibility of reporting the nature of the student's absence each day by phone to the Attendance Office at 219-887-5284 by 9:00 AM. It is important that the student is accounted for one way or the other, absent or present at school. It is in the best interest for all for parents to make sure the school is notified of any absence and provide a documented reason.
  - b. Parents are expected to use the absence note template explaining an absence. The student must present this note to the Attendance Office the day of his/her return to school (24-hour period window). Failure to document the reason for absence could hurt the student if they exceed the absence limits and are in jeopardy of losing credit for a class or classes.
2. Student's Responsibilities:
 

Students are to report to the Attendance Office between 7:05-7:30 AM presenting a parental or medical note explaining the absence to the Attendance Officer.

\_\_\_\_\_  
Signature of Parent                      Date

Note: Documentation needs to be dropped off at the attendance office and/or email to [ktrapane@andreanhs.com](mailto:ktrapane@andreanhs.com)