



# Excuse Card

(Written Excuse Required for each Absence)

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

☐ Absence Date \_\_\_\_\_ ☐ Tardy \_\_\_\_\_ ☐ Early Dismissal \_\_\_\_\_

Must be submitted within 3 days

time

\_\_\_\_\_  
First and Last Name CTC Program Title AM PM Full Day  
(Circle One)

Reason For Absence \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature Phone Number School District

Parent Excuses—10 maximum per year. If seen by doctor, letterhead excuse preferred.

REV. 2021

## Excused Absences Examples

Illness  
Health Care Appointment \*\*  
Quarantine  
Family Emergency  
Recovery from Accident  
Required Court Appearance \*\*  
Death In Family  
Observance of Religious Holiday  
College/Post-Secondary Visit \*\*  
High School Event\*  
No Bus Provided by District/ No Car to CTC

Educational Trip or Hunting Trip \* - form completed 3 school days prior, no more than 3 unexcused absences accumulated at the time of request and approved by CTC building administration.

Urgent Reasons will be evaluated by building administration on a case by case basis.

## Unexcused Absences/Tardy Examples

Overslept  
Missed Bus  
Vehicle Problems  
Tardy Due to Driving/Passenger

## Arrival Standard

Drivers - FD and AM half day - 8:00 AM  
Drivers - PM Half Day -  
within 5 min. of district bus

## Dismissal Standard

Drivers - AM Half Day - same time as bus  
Drivers - FD and PM Half day - 2:35 PM

\*Must Have Prior Approval by CTC

\*\* Additional Documentation Preferred

