



# Excuse Card

(Written Excuse Required for each Absence)

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

Absence Date \_\_\_\_\_

Must be submitted within 3 days

Tardy \_\_\_\_\_

Early Dismissal \_\_\_\_\_

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.

For information on unexcused vs excused absences, please refer to the JOC Board Policy 204 and/or the Lancaster CTC Student Handbook.