



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.