



# 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— 8 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.