

Student Absence – Notification Form

This form must be completed by parent(s)/guardians BEFORE being submitted for teachers' signatures.

Student Name _____ Homeroom _____

Reason for absence: _____

Date(s) absent from school: _____

Expected date of return: _____

We/I wish to inform Our Lady of Mercy High School that my daughter will be absent from school with my knowledge on the dates stated above. We/I understand that when an absence is considered unexcused by the State of New York, a teacher is not required to supply assignments, provide tutorial help, extend deadlines or give make-up tests or quizzes.

Parent/Guardian Signature: _____ Date _____

Parent Phone Number: _____ Parent Email: _____

Teacher Notified

Period	Class	Teacher Signature	Comments/Concerns
1	Homeroom	NA	NA
2			
3			
4			
5			
6			
7			
8			
9			
10			