

 A Note From Home

This form MUST be received by the SAA office within three days of the absence/tardy to be excused.

Student’s Name: Grade:

My child:

* was tardy on (date) due to .

***Please attach a doctor’s note in order to be excused.***

* was/will be absent on (date/s) due to

 (reason).

 ***Please attach a doctor’s note for more than three days in a row in order to be excused.***

* will be picked up for an early dismissal on (date) at am/pm

for .

***Please send in a doctor’s note in order to be excused.***

* Please call me regarding . You may

reach me at (phone number).

Parent Name: Parent Phone:

Parent Signature: Date:

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Parent Name: Parent Phone:

Parent Signature: Date:



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A Note From Home Booklet

Please use the enclosed notes for Tardies, Absences, and Early Dismissals from school.

Absences and Tardies will only be excused if a Note or Email (accompanied with a Doctor’s note) is received in the SAA office within three days of the absence/tardy.

After that time, the absence/tardy will remain as unexcused.

In accordance with the Sarasota District policy, as student is considered

Truant due to having five or more unexcused absent days within a calendar

month or having ten or more unexcused absent days within a ninety-day

calendar period and can be subject to judicial action.

Excessive Tardies, Early Dismissals, and/or Unexcused Absences may

jeopardize the standing of the student at SAA. Cases will be handled individually, and a determination will be made based on the circumstances of the absences.