



# Northwest Career & Technical Academy

## Excused Absence Notification

Please complete and return the completed Approved Absence Notification to the deans' office within three days of the absence (s). Failure to complete the notification and return it to the deans' office within three days following the absence will result in the absence being unapproved. This document must be signed by your parent/guardian and should be date and time stamped at the school. Incomplete notification will not be accepted.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID# \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_  
\_\_\_\_\_

Period Absence(s): \_\_\_\_\_

Reason for Absence: (Please provide a brief explanation for the absence(s).)

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Parent Signature: \_\_\_\_\_

Distribution: White: School File

Yellow: Student/Parent