



*Our Lady of the Angels School*

---

---

**EXCUSE NOTE**

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

DATE/S OF ABSENCE/S \_\_\_\_\_

DATE RETURNING \_\_\_\_\_

REASON FOR ABSENCE (Please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

DATE \_\_\_\_\_

**EXCUSE NOTE POLICY**

- Students have two (2) days following an absence to return this form.
- If the excuse form is not returned on the second day, the student will call their parent.
- If the excuse form is not returned by the third day, the student will lose their recess until the excuse has been given to the teacher.

Additional copies of this form may be found on OLA website

[www.ourladyoftheangels.org](http://www.ourladyoftheangels.org)

