

Excuse Note for Absence—Mitchell Elementary

Today's Date: _____

Student's Legal Name: _____

Grade: _____ Teacher: _____

Reasons for Absence:

Date(s) of Absence: _____

Parent/Guardian Signature: _____

Please attach any additional documentation (letter from doctor, etc.), if applicable.

Send excuse note to school within three days of returning from absence.

Instead of turning in a hand-written note, you may email absence notes and/or documentation to our attendance secretary: susan.talavera@pisd.edu.

To report a student absent and avoid receiving the automated messages sent when your student is absent, please call the Child Safe Line 469-752-2800 (option 3) before 9 am explaining your student's absence. Calling the Child Safe Line does not excuse an absence, but does help avoid receiving daily automated messages.