

***(Appropriate high school)* Parent Form**

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

Dear Parent or Guardian:

Your student \_\_\_\_\_ has requested that he/she be allowed to write his/her own notes excusing school absences.

The student has requested this because he/she is 18 years of age. Our records indicate a birth date of \_\_\_\_\_.

The student will adhere to the attendance policy of *(appropriate high school)*, including the checkout procedure if leaving school during the school day.

Unless specifically requested, *(appropriate high school)* shall continue to communicate in a timely fashion with you regarding attendance and other school matters.

On the lower portion of this letter, please confirm the birth date and age of your student and sign. Please have your student return the signed release to the Attendance Office.

Thank you for your assistance in this matter.

Sincerely,

*Appropriate name*  
Attendance Office



Student name: \_\_\_\_\_

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

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

Signed: \_\_\_\_\_

(Please circle one: Parent, Guardian or Other)