Absence Form

22 Outlet Rd.
Lehman, PA 18627
Phone: (570) 675-8109
www.rolcacademy.com

Dear ROLCA Administration,

Please excuse _____ as he/she will be absent/tardy on _____
(Name of Student) (Date)

He/She will be absent/tardy because _____.
(Circle One) (Reason for Absence)

Sincerely,

_____
(Name of Parent/Guardian)

For office use only:

Excused absence Excused tardy

Unexcused absence Unexcused tardy

Admin. signature _____

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