



# ABSENCE FORM

22 Outlet Road  
Lehman, Pa, 18627  
Phone: (570)-675-8109  
www.rolfm.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)

Sincerely,

\_\_\_\_\_  
(Name of Parent/Guardian)

FOR OFFICE USE ONLY:

Excused Absence      Excused Tardy

Unexcused Absence      Unexcused Tardy

Admin. Signature: \_\_\_\_\_



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