

COOPER CITY HIGH SCHOOL ABSENCE/TARDY FORM

The intent of this form is to provide you, the parent/guardian, with a simple tool to excuse absences or tardiness for your student. According to the *Code of Student Conduct*, absences and tardiness are excused only for the following reasons. See policy for more complete information.

- Illness
- Illness of an immediate family member
- Death in the family
- Religious holiday of the student’s faith
- Required court appearance or subpoena by law enforcement agency.
- Special event. Examples of special events include important public functions, education enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to fleas, ringworm, impetigo, and scabies like illness
- Head lice . Students are allowed a maximum of five (5) days excused absence for each infestation of head lice.
- GI Symptoms

This form or a note with all the information provided, **must be submitted no later than 2 days FOLLOWING the absence/tardy**. Please PRINT all information and sign where requested.

STUDENT’S NAME _____

DATE(s) of ABSENCE(s)/TARDY _____ TIME IN _____

REASON for ABSENCE/TARDY

- Illness
- Illness of an immediate family member
- Death in the family
- Religious holiday of the student’s faith
- Required court appearance or subpoena by a law enforcement agency
- Special Event (See above for criteria to use this excuse) _____
- Scheduled doctor/dentist appointments (Note from doctor or dentist to be attached to this form.)
- Communicable diseases or infestation
- Influenza like Illness
- Head Lice
- GI Symptoms

Parent’s Name _____

PLEASE PRINT

PARENT’S SIGNATURE _____