

# Absence Justification

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Legal Last Name: \_\_\_\_\_

Legal First Name: \_\_\_\_\_

Course(s) being appealed: \_\_\_\_\_  
\_\_\_\_\_

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**Instructions:** Review your official school absence report. **Absences documented on the attendance report do not need to be listed on this form** (i.e. Doctor / medical note, school-sanctioned activity, religious observance, funeral, court appearance, court-ordered absence, in-school intervention, out-of-school suspension, college visit, etc.). **Absences without any recorded reason must be justified below.** These absences must be fully explained and justified. Attach copies of any available documentation. Documentation you provide will not be returned to you.

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Absence Date: \_\_\_\_\_ Courses Missed: \_\_\_\_\_

Attached Documentation: \_\_\_\_\_

Justification: \_\_\_\_\_

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