

Dear Parents and Guardians,

To the right is a sample absence form for future use. This form includes all the necessary information that attendance needs should your child be late to school, is absent or requires an early dismissal. (High school students with a driver's license, a registered parking space and a signed note from a parent may leave early and drive themselves.) The 'other' category can be used to request a Passport for a future full-day absence.

**STUDENTS 18 YEARS OF AGE MUST STILL HAVE NOTES FROM HOME TO EXCUSE ABSENCES, TARDIES AND TO LEAVE CAMPUS EARLY**

Please feel free to detach and copy this form for use throughout the school year - more copies can be obtained in the front office. This form is not required to excuse an absence but is simple to complete and will help assure that you've included all the necessary information for your child. Handwritten, signed notes are still accepted and doctor notes are always strongly recommended when available.

Thank you,  
Maureen Borden  
Pine View School Attendance

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
**PINE VIEW SCHOOL**  
1 PYTHON PATH, OSPREY, FL 34229  
PHONE (941) 486-2001 FAX (941) 486-2042

**ABSENCE EXCUSE FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
DOB \_\_\_\_\_

- Is LATE, Reason \_\_\_\_\_
- Is LEAVING EARLY  
Time of early dismissal \_\_\_\_\_  
Individual picking up \_\_\_\_\_  
Reason for early dismissal \_\_\_\_\_

**An individual picking up a student must be on the student's contact list**

- High school student has permission to LEAVE EARLY and drive themselves off campus.  
Time of early dismissal \_\_\_\_\_  
Purpose of early dismissal \_\_\_\_\_  
Registered Parking Space No. \_\_\_\_\_
- ABSENCE (Full Day)  
Date of absence \_\_\_\_\_  
Reason for absence \_\_\_\_\_
- Passport Request  
Date(s) of future absence \_\_\_\_\_  
Purpose of absence \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date