Sprague High School
Application for Attendance Clearance By Student

Student Name ___________________________ ID Number ___________________________

Parent/Guardian

I request that ________________________ be allowed to write his/her own notes to excuse their
absences from Sprague High School. I understand that I will not be notified of my student's absences and
that my student will be required to follow the attendance policy guidelines as listed in the Parent/Student
Handbook.

Whenever possible or practical, parent verifications and notification will be made when a student is requesting to write
his/her own notes.

Parent Signature ___________________________________________ Date: __________
Daytime phone Number ____________________________

Student

I have read the attendance policy guidelines in the Parent/Student Handbook. I understand and will follow
these policies. I also understand that abuse of this privilege will result in termination of my being able to
excuse my absences.

Students must meet one of the following guidelines

I am (check all that apply)

☐ 18 years of age
☐ Legally emancipated from parents. (Please attach copy of court document showing emancipation)
☐ Married (attach copy of marriage certificate)
☐ Living on my own outside my parent/guardian's residence

Student who do not meet the above guidelines, but feel they have the need to excuse their own absences
need to attach a letter of explanation to this form before returning it for approval.

Student Signature ___________________________________________ Date: __________

For office use only
Administrator: ___________________________ Date: __________
☐ Approved
☐ Declined

Parent verbal verification requested by administration
YES NO
Parent verification completed
Date: __________

Application to Write Own Notes.xls