

East Valley Institute of Technology Self Excuse Form

Attendance is the most important determiner in school success. A student wishing to be allowed to excuse tardies and absences **must** be 18 years of age. The student must show proof of age to the designated Administrator upon submission of the self-excuse form.

The student must:

1. Call PRIOR to arrival on campus to excuse a tardy. **The student will be allowed only one excused emergency tardy per semester.** If a student has a scheduled appointment (doctor's, dentist, court, lawyer, etc) the student must provide documentation to the attendance clerk in order to be admitted to class; if student does not have documentation, the student will go to Sweep.
2. Call to excuse an absence **ON THE DAY OF THE ABSENCE.**
3. Check out through the office if it becomes necessary to leave school during the day.

Student Agreement and Signature

I agree to the above terms and conditions. I understand that violations of the conditions stated above may result in this privilege being revoked.

Student Name: _____
(Print Please) Last First DOB
Signature Date

Parent Name: _____
(Print Please) Last First
Signature Date

If there is no parent or guardian in the household, the student must meet with school administration.

Approved **Denied** _____
Administrator Signature

Proof of Age

Proof of Residence (Notarized Letter if living with other family member or adult and / or a copy of original lease, electric bill or other utility bill. Phone bill will **not** be accepted.)

Comments: _____
