



Sts. Peter & Paul
Catholic School
Discipleship . Scholarship . Excellence

Date: _____

Dear Sts. Peter and Paul Attendance Personnel,

This letter is to excuse my child, _____ (Student's Name), in
_____ (Grade) from school for an _____ (Absence/Tardy/Early Release)
on (1 day ONLY per letter) _____ (Date of Absence/Tardy/Early
Release).

The reason for this requested excuse is:

I understand according to the Sts. Peter and Paul (SPP) Attendance Policy, only 9 of these parental requests are permitted within the school year.

Thank You,

(Parent Name-Please Print)

(Parent Signature)

FOR OFFICE USE ONLY:

_____ Approved

_____ Denied

_____ Entered in Portal by Attendance Clerk

_____ Administrator's Signature

_____ Date