



Westwood Elementary School

13651-4th Ave. South
Zimmerman, MN 55398
Office: 763.274.3180
Fax: 763.274.3181
wes.elkriver.k12.mn.us



Medical Excuse for Attendance Monitoring

Student _____ Date _____

For this student to receive an excused absence, we must receive specific information from a physician or licensed mental health professional. We understand that students should not be in school if they have a contagious disease, are seriously ill, or need to be home for proper medical treatment. However, students with attendance/truancy problems often miss school for headaches, stomach aches, or minor discomforts. This student's attendance is being monitored by Westwood Elementary School staff because he/she has had an unusual amount of absences. Please provide the following information and fax it to 763.274.3181.

Date of appointment _____ Time of appointment _____

Clinic _____ Clinic phone number _____

- Was a health problem diagnosed? Yes No
- Was the child provided medical treatment? Yes No
- Does the health condition require the child to stay home today? Yes No
- Does the health condition require the child to stay home additional days? Yes No
 - If yes, please specify the number of days: _____
- Does the medical treatment provided require the child to stay home additional days? Yes No
 - If yes, please specify the number of days: _____

Any additional pertinent information? _____

Physician/Licensed Mental Health Professional

Signature _____

Printed Name _____

Clinic/Agency _____

Phone _____

Email _____

Fax _____

All students are expected to attend class every school day. Due to the high volume of absenteeism we are requiring further clarification of medial excuse for attendance monitoring. This form is required for all students that have received documentation regarding an unusually high amount of absences. This form is an easy way to provide us with the information we need in order to clear attendance. Please be advised the form will need to be completed and signed by your child's physician. Administration will be the final authority on determining whether an absence will be excused or not. This form is available on our school website.