



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 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