

**Thomas Jefferson Elementary School
ABSENCE VERIFICATION**

***Any absences not cleared within 3 days are automatically considered truancies.
Call the office at (818) 243-4279 by 10:00 am the morning of the absence.***

Email the following information to jefferson@gusd.net

1. Student's First and Last Name
2. Grade
3. Teacher
4. Parent First and Last Name
5. Today's Date
6. Child was absent on following date(s)
7. REASON for Absence – please select one
 - Illness – MUST specify SYMPTOMS
 - Medical, dental, counseling or optometry appointment-Provide doctor's note to excuse absence.
 - Funeral of immediate family member
 - Religious holiday or ceremony
 - Court appearances-provide supporting document/proof