



Attendance Note

To be used for Absence, Early Departure or Late Arrival

Today's Date _____

Student's name _____ Student ID # _____

Date(s) classes were missed _____ Grade _____

- Late arrival (time arrived) _____
- Early Departure (time departing) _____

Reason: _____

Parent/Guardian signature _____

Parent/Guardian Printed name _____

Daytime phone number _____



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Tardiness. Unexcused absence and Loss of Credit:

- 3 unexcused tardies equal one unexcused absence.
- 5 unexcused absences can result in loss of credit

Early Departures:

- ☒ Student must have a note from parent/guardian stating reason and time of departure.
- ☒ Student must take the note to the attendance office in the morning, prior to leaving.
- ☒ Student must sign out.

Full Day absences:

- ☒ When student returns to school from an all day absence, s/he must bring a note to the attendance office within 3 school days.

MCPS Excused Absences:

- | | |
|---|--|
| 1. Death in family | 6. Observance of religious holiday |
| 2. Illness of student (doctor's note required after 5 days) | 7. State emergency |
| 3. Court summons (proof required) | 8. Authorized activity approved in advance |
| 4. Medical appointments | 9. Violent/hazardous weather |
| 5. Suspension | 10. Lack of MCPS transportation |

Vacations are NOT excused absences.

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