



# James Hubert Blake High School

*A Signature School for Fine Arts and Humanities*

## ATTENDANCE NOTE

Today's Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

Date(s) Missed: \_\_\_\_\_ Period Missed: \_\_\_\_\_

Time Arrived / Time Departing: \_\_\_\_\_

Picked Up By: \_\_\_\_\_

Reasons: \_\_\_\_\_

Parent/Guardian's Email Address: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Parent/Guardian's Number: \_\_\_\_\_  
(please print)

Parent/Guardian's Signature: \_\_\_\_\_  
(parent must sign)

### Early Departures:

- Student must have a note from parent/guardian stating *reason* and *time of departure*.
- Student must take the early release note to the attendance office when they first arrive at school.
- Students will be given an **Early Release Pass** for their teacher.
- Students **must Sign-Out** prior to leaving the school building.

### Full Day Absences:

When student returns to school from an all-day absence, parent/guardian must send in a note within 3 school days. If the note is received after the 3<sup>rd</sup> day of school, it will be an unexcused absence whether is a sick or doctor's note.

### MCPS Excused Absences:

1. Death in the family
2. Illness of student  
(*doctor's note required  
after 3 consecutive days*)
3. Court summons (*document required*)
4. Medical Appointments
5. Suspension
6. Observance of religious Holiday
7. State of Emergency
8. Authorized Activity Approved in Advance
9. Hazardous Weather
10. Lack of MCPS Transportation  
(*excludes missing the bus*)

**Vacations are NOT excused absences.**