



## 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) \_\_\_\_\_

- Picked up by: \_\_\_\_\_ Permission for student to drive:  YES  NO  
(Name, if not on emergency sheet)

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed name \_\_\_\_\_

Daytime phone number \_\_\_\_\_

### **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, she/he must bring a note to the attendance office within **3** school days.

### **MCPS Excused Absences:**

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

**Vacations are NOT excused absences.**