



## ATTENDANCE NOTE

### A Parent Note Must Be Attached To This Form

All absences are considered unexcused until a student presents a note, signed by his or her parent/guardian, to the attendance office. The student is responsible for carrying out this procedure.

**Notes must include:**

- \*Student's full name, id number and grade.
- \*Dates and reason for absence (tardiness, absence or early departure).
- \*Parent's signature and daytime phone number.

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Grade: \_\_\_\_\_

First and Last Name

Date(s): \_\_\_\_\_

**Late Arrival: Students arriving between 7:45 am and 8:05 am report directly to your class and give your note to the teacher.**

*Students who arrive after 8:05 a.m. are to report to the attendance office to sign in and receive an admit slip. Students who are scheduled to arrive after period one each day must sign in each day.*

**Early Departure(including doctor appointments): Students leaving early must sign out with a note from the Health Room or Parent/Guardian. If no note is presented, students will not be permitted to leave school.**

*Students with early dismissal notes must present them for verification to the attendance office before first period and will be issued an early dismissal pass. A student who has an early dismissal must sign out in the attendance office and then must sign back in if s/he returns to school during the same day. Students who leave school without permission and without signing out will be marked as unexcused for classes missed.*

I will be returning to school  Yes  No

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**All Day Absence Date(s): \_\_\_\_\_**

*Full-Day Absences. Notes must be presented to the attendance office within three school days of return for an absence to be recorded as excused. Notes from students absent more than four school days must be accompanied by a doctor's note.*

*All notes received more than three days after the student's return will result in the days of school missed considered unexcused for attendance purposes.*

**Parent's/Guardian's daytime phone number(s): \_\_\_\_\_**

*Full attendance rules and regulations are found in the "Student's Guide to Rights and Responsibilities."*

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**For Attendance Secretary use only**

Excused  Unexcused

Parent called:  Mother  Father  Guardian