

Walter Johnson High School

6400 Rock Spring Drive
Bethesda, MD 20814-1991

Attendance Office

Office: 301-803-7100

Fax: 301-571-6986



NOTIFICATION OF ANTICIPATED ABSENCE FORM

Step #1

Please attach a copy of the parent note for this absence and complete the information below.

Today's Date: _____

Student's Name: _____ ID# _____ Grade: _____

Date(s) and Time (if applicable) of absence: _____

Reason for absence: _____

Step #2

The teacher's signature below indicates that the student has made his or her teachers aware of the date(s) of the absence. It is the student's responsibility to obtain and complete all assignments missed during the period of the absence.

Pd.	Course	Teacher	Teacher's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Step #3

Administrator's Signature: _____ Date: _____

Excused absence

Unexcused absence

**Please see MCPS attendance policy regarding excused and unexcused absences.*

Step #4

Turn in completed form to the attendance secretary prior to absence.

Revised 2/2017