



## Mount Airy Christian Academy Attendance Form

This form must be completed and signed by a parent/guardian for all absences, tardy arrivals, and early dismissals. If a student is tardy due to a doctor or dentist's appointment, please attach a note from his office to this form. If a student has an early dismissal due to a doctor or dentist's appointment, this form must be submitted the morning of the appointment and the doctor/dentist's note must be submitted the next day as evidence of the visit. If a student is absent for more than five consecutive days due to illness, a doctor's note must be attached to this form. Without a doctor's note, absences of more than five consecutive days will be automatically counted as unexcused. If special circumstances exist, the parent may appeal the unexcused absences or lack of a doctor's note by meeting with the Vice Principal. This meeting does not guarantee the unexcused absences will be removed.

**Reason for this Form (circle one):**    **Absence**        **Tardy Arrival**        **Early Dismissal**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Home Phone Number: \_\_\_\_\_

Parent/Guardian's Work Phone Number: \_\_\_\_\_

Date(s) of Absence, Tardy Arrival, or Early Dismissal: \_\_\_\_\_

Time of Tardy Arrival or Early Dismissal \_\_\_\_\_

Reason for Absence, Tardy Arrival, or Early Dismissal: \_\_\_\_\_

Doctor or Dentist's Note Attached?        Yes        No

Parent/Guardian's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

For Office Use Only (Initial): \_\_\_\_\_ Excused        \_\_\_\_\_ Unexcused