



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 Head of School. This meeting does not guarantee the unexcused absences will be removed. *The Attendance Form must be completed, signed by the parent/guardian and submitted to the appropriate office within three school days after an absence per the Parent Handbook in order to be excused.*

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 _____ Excused Vacation