



## ATTENDANCE FORM

*This form must be completed and signed by a parent/guardian for all absences, tardy arrivals, and early dismissals within three school days after an absence per the Parent Handbook in order to be excused.*

### **Doctor or Dentist Appointments**

- Tardy: Note from provider's office must accompany this form
- Early dismissal: Form submitted morning of appointment and note submitted next day

*Without a doctor's note, absences of more than five consecutive days will be automatically counted as unexcused. Parents with special cases may appeal the unexcused absences or lack of a doctor's note by meeting with the Upper School Principal.*

Reason (Circle One)    Absence    Tardy    Early Dismissal

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

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Contact Number \_\_\_\_\_

Date(s) of Absence/Tardy/Early Dismissal \_\_\_\_\_

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

Reason for Absence/Tardy Arrival/Early Dismissal \_\_\_\_\_

Note from Doctor or Dentist Attached?    Yes    No

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

Date \_\_\_\_\_

Office Use:

\_\_\_\_\_ Initial    \_\_\_\_\_ Excused    \_\_\_\_\_ Unexcused    \_\_\_\_\_ Excused Vacation



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