



ARCHBISHOP HANNAN HIGH SCHOOL

Absence/ Tardy/ Early Dismissal Form

Instructions: Please email this form to attendance@hannanhigh.org OR the student must bring this note, signed by a parent/guardian, to the Attendance Office between 7:15 and 8:00 on the day he or she is requesting an early dismissal or immediately upon arriving tardy at school. Absence forms should be turned in before the dates that the student will be absent from school.

Whether or not a student's absence from class is excused or unexcused will depend on the reasons leading to the tardy/early dismissal and the documentation provided. For more details regarding the school's tardy, absence, and early dismissal requirements and policies please refer to the *Student-Parent Handbook*.

Student Name:			Grade:
Parent Name:			Date:
Absence Date:	From:	To:	Total Days:
Early Dismissal / Tardy Date:			Dismissal / Tardy Time:
Reason for Absence/Early Dismissal/Tardy:	<input type="checkbox"/> Medical/ Dental Appointment ** <input type="checkbox"/> Student Illness/ Injury <input type="checkbox"/> Pre-approved Absence <input type="checkbox"/> College Visit <input type="checkbox"/> Death/ Funeral Immediate Family <input type="checkbox"/> Other (Provide details below)		
<p style="text-align: center;">** Proof of appointment from the doctor's office is required.</p>			
Explanation: <i>(Please provide specific nature of illness or other reason for tardy or early dismissal.)</i>	<hr/> <hr/> <hr/>		
Parent Signature:			Date: