



ATTENDANCE FORM LUCY BECKHAM HIGH SCHOOL



THIS FORM MUST BE BROUGHT BY YOUR STUDENT TO THE ATTENDANCE OFFICE PRIOR TO 8:30 AM.

DO NOT EMAIL OR FAX THIS FORM, IT WILL NOT BE ACCEPTED.
PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED FOR ATTENDANCE PURPOSES.

NO EARLY DISMISSALS WILL BE ALLOWED AFTER 3PM.

STUDENT LEGAL NAME: _____ **DATE(s):** _____

WRITTEN EXPLANATION FOR ABSENCE:

ARRIVING LATE TIME: _____

REASON: SICK* APPOINTMENT*

OTHER _____

LEAVING EARLY TIME: _____

REASON: SICK* APPOINTMENT*

OTHER _____

RETURNING TIME: _____

*correct medical documentation **must** be attached in order for absence to approved as medical

Student has permission to drive or walk home.

Parent/Guardian (print): _____

Parent/Guardian Signature (MUST BE HANDWRITTEN): _____

If any other person other than guardian picking up please write that contact information

Phone Number to Confirm Dismissal/Absence: _____

ONE FORM PER STUDENT

Forgery of any school documents, including parental notes, will be punishable to the fullest extent permitted under the Student Code of Conduct.

Please return to:

ATTENDANCE OFFICE (102A) Phone: 843-953-2908

lisa__evans@charleston.k12.sc.us

CHECK YOUR STUDENT'S ATTENDANCE IN POWERSCHOOL OR IN THE
POWERSCHOOL MOBILE APP - SCHOOL CODE: LGLC