



## JAMES B. EDWARDS ELEMENTARY SCHOOL ATTENDANCE FORM

**DO NOT EMAIL OR FAX THIS FORM FOR EARLY DISMISSAL – HAVE YOUR STUDENT BRING IT TO THE ATTENDANCE OFFICE BEFORE 8:30AM ON THE DAY OF THEIR APPOINTMENT SO THEY CAN RECEIVE THEIR EARLY DISMISSAL PASS.**

**NO EARLY DISMISSALS AFTER 2:00 PM**

STUDENT'S LEGAL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

**REASON FOR ABSENCE (CHOOSE BELOW):**

PARENT NOTE – DATE(S) ABSENT: \_\_\_\_\_ TIME(S): \_\_\_\_\_

Written explanation of the reason for the absence(s). Absences in excess of ten (10) days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NURSE DISMISSAL: TIME OUT: \_\_\_\_\_

MEDICAL/DENTAL APPOINTMENT – Attendance credit will be given with medical documentation and partial day attendance on appt. date.

APPT. TIME: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_ NOT RETURNING:

FUNERAL – Relationship to Student \_\_\_\_\_ DATES ABSENT: \_\_\_\_\_

RELIGIOUS HOLIDAY: \_\_\_\_\_ DATES ABSENT: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature (MUST BE HANDWRITTEN): \_\_\_\_\_

Phone Number to Confirm Dismissal/Absence: \_\_\_\_\_

Email to Confirm Dismissal/Absence: \_\_\_\_\_

Forgery of any school documents, including parental notes, will be punishable to the fullest extent permitted under the Student Code of Conduct. Parental notes must provide a reason for absences and the determination to excuse an absence is made by the attendance office.

Please return to the Front Office: Katie Perron, Data Clerk, Phone: 843-856-5641



Did you have a family emergency?

Did your child miss school because they were ill?

Did your child have a parent/legal guardian in the military coming home on leave?

Did your child have to attend a funeral?

Was your child absent due to a religious holiday?



**USE THE ATTENDANCE FORM!**

Pick one up in the front office or go to our website and find it under the “Parent” tab.

**Does your child need to leave school early?**

**USE THE ATTENDANCE FORM!**

1. Fill out the attendance form and have your child bring it to the Front Office **BEFORE 8:30AM** at the start of the school day of the early dismissal.
2. Your child will then receive an “Early Dismissal Pass” to leave class and meet you in the front office reception area at the designated time. This will prevent us from having to call into a classroom and disrupt that teacher and their class. You will need to come inside the building with your driver’s license to sign your child out. Anyone who is sent to pick up your child must be listed on your approved “Emergency Contacts” card.
3. If you are scheduling appointments for your child during their Lunch Time then it is imperative that your student have their early dismissal pass to come to the front office. It is extremely difficult to track students down during lunch and recess, so please make sure that you have turned in the attendance form and your child knows to come to the front office.
4. If your child is leaving for an appointment and returning to school afterward they will need to come back to the attendance office to drop off their absence documentation and get a pass to return to class.
5. Early dismissal must be completed before 2:00 PM. If you arrive after 2:00 PM, you will need to proceed through our carpool line and wait for normal dismissal.