



ATTENDANCE FORM LUCY BECKHAM HIGH SCHOOL



THIS FORM MUST BE BROUGHT BY YOUR STUDENT
TO ATTENDANCE OFFICE PRIOR TO 8:30AM
NO DISMISSALS AFTER 2:45PM

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

For emergency last-minute dismissals notes, you can email:

beckhamattendance@charleston.k12.sc.us

CHECK YOUR STUDENT'S ATTENDANCE IN POWERSCHOOL - SCHOOL CODE: LGLC