



**Laing Middle School of Science & Technology
Attendance Form**

All attendance forms should be turned into the front office.
NO EARLY DISMISSALS AFTER 3:00PM

Date: _____

Students Legal Name: _____ Homeroom: _____

Reason for Absence

___ Parent Note – Date(s) Absent: _____

Written explanation of the reason for absence(s).

___ Medical/Dental Appointment – A medical note is required in order to be excused.

Appt. Time: _____ Time Out: _____ Return Time: _____ Not returning: _____

___ Funeral – Relationship to Student _____ Date(s) Absent: _____

___ Religious Holiday – Date(s) Absent: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Phone Number 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.

Data/Attendance Clerk: Annette Seabrook, Annette_seabrook@charleston.k12.sc.us or fax 843-849-2895