



MOULTRIE MIDDLE SCHOOL ATTENDANCE / EARLY DISMISSAL FORM

DO NOT EMAIL OR FAX THIS FORM FOR EARLY DISMISSAL
**HAVE YOUR STUDENT BRING IT TO THE OFFICE DURING HOMEROOM ON THE DAY OF THEIR
DISMISSAL SO THEY CAN RECEIVE THEIR PASS.**

NO EARLY DISMISSALS AFTER 2:50PM

TODAY'S DATE _____

STUDENTS LEGAL NAME: _____ Homeroom: _____

ABSENCE

- ☐ DATE(S) OF ABSENCE: _____
- ☐ FUNERAL – Relationship to Student _____ ☐ RELIGIOUS OBSERVANCE _____
- ☐ OTHER: Please Explain Reason for Absence Below:
- _____
- _____
- _____
- _____

EARLY DISMISSAL

- ☐ MEDICAL/DENTAL APPOINTMENT – Attendance credit will be given with medical documentation and partial day attendance on appt. date.
- ☐ OTHER—Please state reason: _____
- APPT. TIME: _____ TIME OUT: _____ RETURN TIME: _____ NOT RETURNING: ☐
- Name of person picking up: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature (MUST BE HANDWRITTEN): _____

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. Parental notes must provide a reason for absences and the determination to excuse an absence is made by the attendance office.

Early Dismissals must be brought to the office by the student during homeroom.

Absences ONLY may be scanned and emailed to moultrieattendance@charleston.k12.sc.us or brought in to the school.