



# ATTENDANCE NOTE

Date: \_\_\_\_\_

Student's

Legal Name: \_\_\_\_\_ Grade: \_\_\_\_\_

☐ Absent (date): \_\_\_\_\_

Reason: \_\_\_\_\_

☐ Tardy (date): \_\_\_\_\_

Reason: \_\_\_\_\_

☐ Early Dismissal (time): \_\_\_\_\_

Name of pick up person: \_\_\_\_\_

☐ Check here if dismissed through the Nurse's office

**NO EARLY DISMISSALS AFTER 3:00 PM**

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

Parent/Guardian Signature: \_\_\_\_\_

For medical appointments, please provide an excuse note  
from the office visited.