



ABSENCE & ATTENDANCE NOTE

Please complete this form and return it to the attendance office.

Date: _____ Teacher/Grade: _____

Student Name: _____

Please check the applicable box(es):

☐ Was absent on _____ due to _____

☐ Is late due to _____

☐ Early dismissal for _____ Time: _____

Parent/Guardian Name: _____

Contact Phone Number: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____