



**MOULTRIE MIDDLE SCHOOL
ATTENDANCE / EARLY DISMISSAL FORM**

**DO NOT EMAIL OR FAX THIS FORM FOR EARLY DISMISSAL – HAVE YOUR STUDENT BRING
IT TO THE ATTENDANCE OFFICE BEFORE 8:30AM ON THE DAY OF THEIR APPOINTMENT SO THEY CAN RECEIVE THEIR
EARLY DISMISSAL PASS.**

NO EARLY DISMISSALS AFTER 2:50PM

STUDENTS LEGAL NAME: _____ Homeroom: _____ DATE: _____

ABSENCE

☐ PARENT NOTE – DATE(S) ABSENT: _____

☐ FUNERAL – Relationship to Student _____ ☐ RELIGIOUS OBSERVANCE _____

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.

Please return to the Front Office: Paula Healey, Attendance Clerk Phone: 843-849-2819