



# WATKINS MILL HIGH SCHOOL

Montgomery County Public Schools  
10301 Apple Ridge Road  
Gaithersburg, Maryland 20879  
(301) 840-3959 FAX (301) 840-3980

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

The above named student has submitted the attached note indicating that he/she will be out of school for an extended period of time.

In accordance with M.C.P.S. and W.M.H.S. policy, these absences are unexcused. If these absences will result in a loss of credit in your class, the student has been instructed to speak with you in advance and submit a loss of credit appeal form. Please advise the student and his/her parents of your class policy for make-up work to include how the student could keep from losing credit. A meeting to include the student, a parent, the counselor and a grade level administrator will be held for any student absent more than 15 consecutive days to determine the best course of action.

Your signature below indicates you have received the note, discussed these absences and the student's loss of credit status. Students are required to return the note and this form to the attendance office when complete.

1<sup>st</sup> period \_\_\_\_\_

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

2<sup>nd</sup> period \_\_\_\_\_

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

3<sup>rd</sup> period \_\_\_\_\_

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

4<sup>th</sup> period \_\_\_\_\_

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

5<sup>th</sup> period \_\_\_\_\_

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

6<sup>th</sup> period \_\_\_\_\_

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

7<sup>th</sup> period \_\_\_\_\_

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

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Attachments:

Note

Student's schedule