

ATTENDANCE NOTE:

(To be used for Absences, Tardies and Early Departures...ALL information must be provided.)
PLEASE PRINT CLEARLY

TODAY'S DATE: _____

STUDENT'S NAME: _____

STUDENT'S GRADE: _____

CLASSES MISSED DUE TO:

Tardiness **Time In:** _____

Early Departure **Time Out:** _____

Absence
DATE(S) CLASSES WERE MISSED: _____

Reason for Tardiness, Early Departure or Absence?

Parent/Guardian/Authorized Person's Signature

Parent/Guardian's daytime phone number(s):

Home **Work** **Cell** _____