



## Attendance Note

To be used for Absence, Early Departure or Late Arrival

Today's Date \_\_\_\_\_

Student's name \_\_\_\_\_ Student ID # \_\_\_\_\_

Date(s) classes were missed \_\_\_\_\_ Grade \_\_\_\_\_

- Late arrival (time arrived) \_\_\_\_\_

- Early Departure (time departing) \_\_\_\_\_

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

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Parent/Guardian signature \_\_\_\_\_

Parent/Guardian Printed name \_\_\_\_\_

Daytime phone number \_\_\_\_\_

### **Tardiness. Unexcused absence and Loss of Credit:**

- 3 unexcused tardies equal one unexcused absence.
- 5 unexcused absences can result in loss of credit

### **Early Departures:**

- Student must have a note from parent/guardian stating reason and time of departure.
- Student must take the note to the attendance office in the morning, prior to leaving.
- Student must sign out.

### **Full Day absences:**

- When student returns to school from an all day absence, s/he must bring a note to the attendance office within 3 school days.

### **MCPS Excused Absences:**

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| 1. Death in family  | 6. Observance of religious holiday         |
| 2. Illness of student (doctor's note required after 5 days) | 7. State emergency                         |
| 3. Court summons (proof required)                           | 8. Authorized activity approved in advance |
| 4. Medical appointments                                     | 9. Violent/hazardous weather               |
| 5. Suspension   | 10. Lack of MCPS transportation            |

*Vacations are NOT excused absences.*