

Absence/Tardy/Early Departure Note from Parent/Guardian
for Wootton High School
Attendance Office (240) 740-1561

**If you do not send in a note w/your child for early departure, you must call the Main Office to get a pass sent to your child at (240) 740-1500.*

Date of: Absence Tardy Early Departure_____ Time_____

Name of Student (Please Print) _____

Student ID No. _____ Grade_____

Name of Parent/Guardian (Please Print)_____

Home Tel:_____ Work Tel:_____ Cellphone: _____

Reason of Absence:

Signature of Parent/Guardian _____ Date_____

Please refer to the policies on attendance & absences in your student's Agenda Book.

It is encouraged that you call in your child's absence for the day, but realize you will still receive a call home through CONNECT-ED.

STUDENTS MUST BRING THEIR AGENDA BOOK/PASS PAGE EVERYDAY!

NOTES MUST BE SIGNED BY STUDENT'S PARENT/LEGAL GUARDIAN ONLY!

A DOCTOR'S NOTE IS REQUIRED IF YOUR STUDENT IS ABSENT 4 OR MORE DAYS.

A DOCTOR'S NOTE IS REQUIRED IF YOU CHILD LEAVES SCHOOL AND RETURNS THE SAME DAY.