ATTENDANCE NOTE

To be used for Late Arrival or Early Departure

Note for Early Departure must be presented to the attendance secretary before the start of the school day.

Note for Late Arrival must be presented to the attendance secretary before reporting to classes.

Student Name: __________________________________________ (First and Last Name)

Student ID Number: ____________ Grade: ______

Date of Absence: __________________________________________

☐ Early Departure, time: ____________ ☐ Late Arrival

Reason for Absence: _________________________________________

________________________________________________________________________

Parent’s/Authorized Person’s Signature: ____________________________

Parent’s/Guardian’s daytime phone number(s): ________________________