**“Easy” Attendance Note**

**(Use the form below to submit an absence/tardy note for your child.)**

*Notes must be submitted* within **two (2) days** of the student's return to school.

Handwritten notes that are illegible or do not include the student’s first name, last name and date will NOT be processed.

**PRINT Student’s Full Name** (**no nicknames**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade: \_\_\_ 6th \_\_\_ 7th \_\_\_ 8th**

**Homeroom Teacher (name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day/Date(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_ Absent or \_\_\_ Tardy**

**Check one of the following acceptable reasons per Board Policy 6000.3:**

\_\_\_ Illness/Injury

\_\_\_ Medical/Dental Appointment **(Attach note from doctor’s/dentist’s office)**

\_\_\_ Religious observance \_\_\_ Death in family

 \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Educational Opportunity

 (**Requires an Educational Leave Form submitted to the Principal at least 2 weeks prior for approval.**)

Parent/Guardian Name (**PRINT**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions, please contact Cindy Bishop at 460-3504 ext 21521.