



James Hubert Blake High School

A Signature School for Fine Arts and Humanities

ATTENDANCE NOTE

Today's Date: _____ Student ID #: _____ Grade: _____

Student's Last Name: _____ Student's First Name: _____

Date(s) Missed: _____ Period Missed: 1 2 3 4 5 6 7 8

Late Arrival (*time arrived*): _____ Early Departure (*time departing*): _____

Picked Up By: _____ Permission for Student to Drive: YES NO
(name)

Reasons: _____

Parent/Guardian's Email Address: _____

Parent/Guardian's Name: _____ Parent/Guardian's Number: _____
(please print)

Parent/Guardian's Signature: _____
(parent must sign)

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 when they first arrive to school.
- Student must sign out.

Full Day Absences:

When student returns to school from an all-day absence, parent/guardian must send in an attendance note within 3 school days.

MCPS Excused Absences:

- | | |
|---|--|
| 1. Death in the family | 6. Observance of religious Holiday |
| 2. Illness of student
<i>(doctor's note required after 3 consecutive days)</i> | 7. State of Emergency |
| 3. Court summons <i>(proof required)</i> | 8. Authorized Activity Approved in Advance |
| 4. Medical Appointments | 9. Hazardous Weather |
| 5. Suspension | 10. Lack of MCPS Transportation
<i>(excludes missing the bus)</i> |

Vacations are NOT excused absences.