

Absence Notification

For reporting student absences, early dismissal or late arrival.

My child

_____ (PRINT name of student)

ID # _____

Is arriving at _____ AM/PM

_____ (Reason)

Will be leaving at _____ AM/PM

_____ (Reason)

Was absent on:

_____ (Date or dates of absence)

Reason for Absence:

(Please circle appropriate reason)

- Illness
- Court
- Death in the Immediate Family
- Religious Holiday _____
- MCPS Bus did not arrive
- Other (Specific reason)

Parent Signature _____

Printed Name: _____

Contact information:

Home Phone _____
 Work Phone _____
 Cell Phone _____

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