Absence Notification

For reporting student absences, early dismissal or late arrival. For reporting student absences, early dismissal or late arrival. My child My child (PRINT name of student) (PRINT name of student) ID# ____ ___ ___ ID# ____ ___ ___ Is arriving at ______ AM/PM Is arriving at ______AM/PM (Reason) (Reason) Will be leaving at _____ AM/PM Will be leaving at _____ AM/PM (Reason) (Reason) Was absent on: Was absent on: (Date or dates of absence) (Date or dates of absence) Reason for Absence: Reason for Absence: (Please circle appropriate reason) (Please circle appropriate reason) Illness Illness Court Court Death in the Immediate Family Death in the Immediate Family Religious Holiday _____ Religious Holiday _____ MCPS Bus did not arrive MCPS Bus did not arrive Other (Specific reason) Other (Specific reason) Parent Signature _____ Parent Signature _____ Printed Name: Printed Name: Contact information: Contact information: Home Phone _____ Home Phone _____ Work Phone _____ Work Phone _____ Cell Phone Cell Phone

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