

# "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.

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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):** \_\_\_\_\_

**Date(s)** \_\_\_\_\_ **\_\_\_ Absent \_\_\_ Tardy**

**Grade:** **\_\_\_ 6<sup>th</sup> \_\_\_ 7<sup>th</sup> \_\_\_ 8<sup>th</sup>** **1<sup>st</sup> period Teacher (name):** \_\_\_\_\_

**Period(s) missed:**

**\_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_ 5<sup>th</sup> \_\_\_ 6<sup>th</sup> \_\_\_ 7<sup>th</sup>**

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**Check one of the following reasons for the absence:**

Illness/Injury

Medical/Dental Appointment (**Attach note from doctor's/dentist's office**)

Religious observance

Death in family

Educational Opportunity

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

Other \_\_\_\_\_

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

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

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

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If you have any concerns, please contact Cindy Bishop at [cbishop@wcpss.net](mailto:cbishop@wcpss.net) or 919.460.3504 ext. 21521.