

This form will be sent to the attendance office by email.

My student (name)_____ will be **TARDY** (Date)_____.

Reason: Doctor's appointment

_____ Other:_____.

I will bring a doctor's note to verify their appointment _____(X to confirm).

My student (name)_____ will be **ABSENT** (Date)_____.

They will be doing their work at home and I would like them put on temporary Independent study for today_____. (Please X to verify Independent Study).

I understand if my student does not complete enough work his/her absence will be unexcused_____.