

PLEASE MAKE COPIES OF THIS FORM AND USE IT FOR YOUR DAUGHTERS'S ABSENT NOTE.

When Your Daughter is going to be out of school, Please Do The Following:

1. **CALL THE ATTENDANCE OFFICE BEFORE 9:00 AM** 212 535 –4680 EXT 111

The school has a voicemail system. .You may call at any hour before 9:00AM to leave a message.

Speak Slowly and Give Your Daughters Full Name and Homeroom.

Give Your Name and Relationship to the Student

2. **A WRITTEN NOTE MUST BE HANDED IN THE DAY YOUR DAUGHTER RETURNS TO SCHOOL.**
THIS IS A STATE MANDATE, THESE NOTES ARE KEPT ON FILE FOR TWO (2) YEARS.
NOTES SHOULD BE GIVEN TO THE HOMEROOM TEACHER OR HANDED IN AT THE ATTENDANCE OFFICE.

3. **LATENESS:** Any student that is late for school must report to the Attendance Office to get a late pass. If a Student fails to do this she will receive two (2) detentions for not reporting .

4. **EARLY DISMISSAL:** Try to get all medical and dental appointments on days off and early dismissal days. If a student must go during school time; PLEASE be sure she has a note, written by you, stating time to leave school, time of the appointment and reason (short and concise) This note is to be brought to the attendance office by 8:00 AM that day or the day before. Proof of the visit must be documented the next day by a note from the M.D. or D.D.S .If it is an early appointment 8 or 9:00 AM proof of visit must be presented to the attendance office when the student arrives for an admission pass.

THIS FORM TO BE USED FOR ABSENT NOTE

PLEASE PRINT _____

(STUDENT FULL NAME)

_____ HOMEROOM

(DATE OF ABSENCE)

REASON FOR ABSENCE

CONT. IF NEEDED

SIGNATURE OF PARENT OR GUARDIAN

5. Please check that the student handed in the note.....

Please fill in and hand whole page (do not tear or cut) thank you.