



Herndon Middle School Attendance Form

Call the attendance line (703-904-4888) if a student is absent.
Students are encouraged to be at school by 7:20am so they will be on time to 1st period.

Absences are unexcused if contact is not made with the main office or a note from home is not presented within two (2) days following the student's first day of return from an absence.

Early Dismissal:

Present a note to the main office prior to 7:15 a.m. stating the time of the request of dismissal and the reason.

My son/daughter _____ (Student's name)

Will be picked up by _____ (date/time)

Returning back to the school? YES or NO _____ (time)

Reason for Dismissal _____

Comments:

Late Arrivals:

My son/daughter _____ (Student's name)

Was ABSENT / or LATE due to: (check box below) Bus # _____

Date of absence / or late arrival _____

<u>Excused Absences</u>	<u>Unexcused Absences</u>
<input type="checkbox"/> Student illness	<input type="checkbox"/> Oversleeping
<input type="checkbox"/> Medical appointment	<input type="checkbox"/> Missing bus or ride
<input type="checkbox"/> Death in family	<input type="checkbox"/> Vehicle or traffic problems
<input type="checkbox"/> Religious Holiday	
<input type="checkbox"/> Prearranged absence	

Parent Signature

Date