

*Parents: Please feel free to write your own notes to attendance or use the handy form below as a reminder of the necessary information to have on a note to the attendance office. We hope you find these to be helpful!*

Attendance Note			Attendance Note		
First Name _____	Last Name _____	Grade _____	First Name _____	Last Name _____	Grade _____
Absent Date(s): _____			Absent Date(s): _____		
Reason for Absence: _____			Reason for Absence: _____		
Late to School On: _____			Late to School On: _____		
Reason for Late: _____			Reason for Late: _____		
Early Dismissal Date/Time: _____			Early Dismissal Date/Time: _____		
Reason for Early Dismissal: _____			Reason for Early Dismissal: _____		
Parent/Guardian Contact Information:			Parent/Guardian Contact Information:		
Home/Work: _____ Cell: _____			Home/Work: _____ Cell: _____		
Parent/Guardian Signature: _____			Parent/Guardian Signature: _____		
<p>The attendance office will call to verify the validity of all notes received from students. Parents may call to notify the office of an absence, tardy or early dismissal, however, a written note is required for the file.</p> <p><b>or EMAIL: <a href="mailto:mhs.attendance@fcps.org">mhs.attendance@fcps.org</a></b></p>			<p>The attendance office will call to verify the validity of all notes received from students. Parents may call to notify the office of an absence, tardy or early dismissal, however, a written note is required for the file.</p> <p><b>or EMAIL: <a href="mailto:mhs.attendance@fcps.org">mhs.attendance@fcps.org</a></b></p>		
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