

Absence/Tardy/Early Departure Note from Parent/Guardian

For Thomas S. Wootton High School

Attendance Office (240) 740-1561

Absence Tardy Early departure DATE: _____ Tardy time _____

For Early departure: Time leaving: _____ Return time (office only) _____

Name of Student (*Please Print*) _____

Student ID # _____ Grade _____

Name of Parent/Guardian (*Please Print*) _____

Home Tel: _____ Work Tel: _____ Cell: _____

Reason for Absence:

Signature of Parent/Guardian _____ Date _____

No Electronic signature. Hand signature only please.

A medical note is required if your child is absent 4 or more days.

*Early departure: Please specify if your child will return or not after the appointment.

PLEASE NOTE: A medical note is required if your child leaves and returns the same day.

Early departure notes are not accepted via email.

Please refer to all attendance policies on the Wootton website under Attendance.