



# SARASOTA MIDDLE SCHOOL ABSENCE NOTIFICATION



**Instructions:** Student's must bring this form to the front office at the beginning of the school day. Proof of appointments are required in order for the absence, early dismissal or tardy to be 'EXCUSED'. An Absence Notification MUST be submitted within 3 days of returning from absence. Going out of town is not an excusable absence unless a 'Pre-Arranged Absence Form' is filled out and signed at least 3 days prior. For early dismissal, students must bring this Absence Notification Form to the front office to obtain a Passport in order to leave class early.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Will be picked up early on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

Doctor/Dentist Appt.  Other – Explain: \_\_\_\_\_

Was late on \_\_\_\_\_ (Date) Due to:  Doctor/Dentist Appt.  Other: Explain:

Was absent on \_\_\_\_\_ (date/s) for the following reason(s): \_\_\_\_\_

Note Attached - Yes  No  Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only:

Received on: \_\_\_\_\_ Initials: \_\_\_\_\_

Excused  Unexcused  Past 3 day limit – Unexcused



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