

Sign out sheet: Please print the student's name legibly.

- 1) We need to be able to read the student's name and we **must** have your signature in order to excuse the absence.

Failure to sign out will leave your student with an unexcused absence for each period missed, until a note is brought in.

- 2) According to the State Compulsory Law, a student must be in class 90% of the class period in order to be counted present for that class.

Checking a student out with more than 15 minutes of class time remaining will result in an absence for that period. (example, If you're checking a student out during 7th period, but it is prior to 3:00pm, the student will be counted absent for 7th period).

- 3) If a child has been present for part of the day and checks out to see a physician, PLEASE don't forget to obtain a doctor's note. These absences are counted differently.

We appreciate your cooperation.

Lena Cunningham

Attendance