



This form must be completed as written verification of your student's absence or tardy from school. Attach supporting documentation, and return to Student Services within **24 hours** of student's return to school.

**Please Print Information**

Student's Name: \_\_\_\_\_

Grade: 9 10 11 12

I am reporting a(n) (Check One):  Absence  Tardy

Dates: \_\_\_\_\_

**Reason for Absence/Tardy: Check one.** The following reasons are accepted per BMC Student Handbook guidelines.

Illness  Death in Family  Religious Observation  Doctor Visit (Attach Documentation)

Other: \_\_\_\_\_

- Valid parent/guardian notes will be coded as excused absences, however these days count toward the 10 total allowed.
- Please note necessary documentation is required to excuse absence/tardy.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

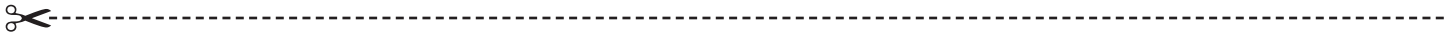
Parent/Guardian Phone Number: (\_\_\_\_) \_\_\_\_\_

**For Office Use Only**

Date Rec: \_\_\_/\_\_\_/\_\_\_

SIS Updated:

Rev: August 11, 2023



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