



# Bishop Moore Catholic HIGH SCHOOL

## ABSENCE / TARDY EXCUSE FORM

This form must be completed as written verification of your student's absence or tardy from school. Attach supporting documentation, and return to the Attendance Office 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 14, 2024



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