



C. E. Williams Middle School- South Campus  
 3090 Sanders Road  
 Charleston, SC 29414

**ATTENDANCE / EARLY DISMISSAL FORM**

**DO NOT EMAIL OR FAX THIS FORM FOR EARLY DISMISSAL – HAVE YOUR STUDENT BRING IT TO THE ATTENDANCE OFFICE BEFORE 7:30AM ON THE DAY OF THEIR APPOINTMENT SO THEY CAN RECEIVE THEIR EARLY DISMISSAL PASS. NO EARLY DISMISSALS AFTER 1:50PM**

STUDENTS LEGAL NAME: \_\_\_\_\_ Homeroom: \_\_\_\_\_ DATE: \_\_\_\_\_

**ABSENCE**

- PARENT NOTE – DATE(S) ABSENT: \_\_\_\_\_
- FUNERAL – Relationship to Student \_\_\_\_\_  RELIGIOUS OBSERVANCE \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EARLY DISMISSAL**

- MEDICAL/DENTAL APPOINTMENT medical documentation required
- OTHER—Please state reason: \_\_\_\_\_

APPT. TIME: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_ NOT RETURNING:  Name of person picking up: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_  
 Parent/Guardian Signature : \_\_\_\_\_ Phone Number to Confirm \_\_\_\_\_

Forgery of any school documents, including parental notes, will be punishable to the fullest extent permitted under the Student Code of Conduct. Parental notes must provide a reason for absences and the determination to excuse an absence is made by the attendance office. **Please return to the Front Office: Lynn Feldman Data Clerk Phone: 843-763-1529**