



LUCY BECKHAM HIGH SCHOOL
ATTENDANCE FORM



DO NOT EMAIL OR FAX THIS FORM. PLEASE HAVE YOUR STUDENT BRING IT TO THE ATTENDANCE OFFICE BEFORE 8:30AM. PHONE CALLS OR EMAILS WILL NOT BE ACCEPTED FOR ATTENDANCE PURPOSES. NO EARLY DISMISSAL AFTER 3PM.

pass

STUDENT LEGAL NAME: _____ DATE: _____

REASON FOR ABSENCE (CHOOSE BELOW):

- PARENT NOTE – DATE(S) ABSENT:** _____
Written explanation of the reason for the absence(s). Absences in excess of ten (10) days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

- MEDICAL/DENTAL APPOINTMENT** Attendance credit will be given with medical documentation and partial day attendance on the appointment date. Please attach medical documentation to this form.

- NURSE DISMISSAL:** _____ **TIME OUT:** _____
- Early Dismissal Time:** _____

Student has permission to drive or walk home.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature (MUST BE HANDWRITTEN): _____

Phone Number to Confirm Dismissal/Absence: _____

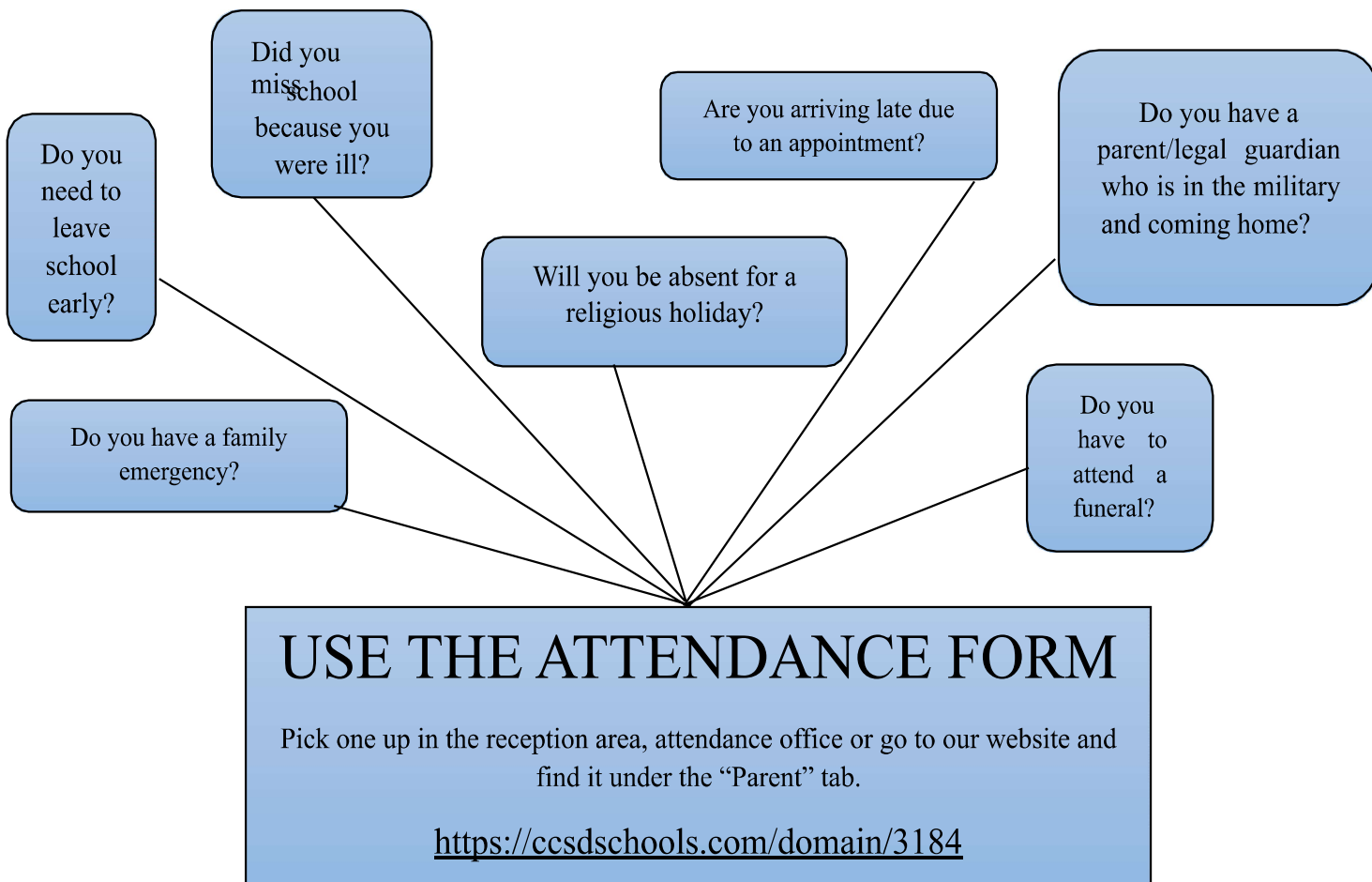
ONE FORM PER STUDENT

*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:

Suzane Gundersen (102A) Phone: 843-953-2908

CHECK YOUR STUDENT'S ATTENDANCE IN POWERSCHOOL OR ON THE POWERSCHOOL MOBILE APP (LGLC)



EARLY DISMISSAL

1. Fill out the attendance form and have your child bring it to the attendance (102A) **BEFORE 8:30AM** at the start of the school day of the early dismissal.
2. Your child will then receive an “Early Dismissal Pass” to leave class and meet you in the front office reception area at the designated time. This will prevent us from having to call into a classroom and disrupt that teacher and their class. You will need to come inside the building with your driver’s license to sign your child out. Anyone who is sent to pick up your child must be listed on your approved “Emergency Contacts” card. If your child is driving themselves to their appointment they will still need to come to the front office reception area to sign out before proceeding to their car.
3. If you are scheduling appointments for your child during their ILT or Lunch Time then it is imperative that your student have their early dismissal pass to come to the front office. At Lucy Beckham, students are given many choices of where they can spend their ILT and lunch, so please make sure that you have turned in the attendance form and your child knows to come to the front office reception area for dismissal. If you did not send in the attendance form and your child does not have the early dismissal pass then you can expect to spend an extended period of time waiting for them in the front office.
4. If your child is leaving for an appointment and returning to school afterward they will need to come back to the attendance office to drop off their absence documentation and get a pass to return to class.
5. Early dismissal must be completed before 3:00PM. If you arrive after 3:00PM you may have proceed through our carpool line and wait for normal dismissal.