



ATTENDANCE FORM LUCY BECKHAM HIGH SCHOOL



**THIS FORM MUST BE BROUGHT BY YOUR STUDENT TO THE
ATTENDANCE OFFICE PRIOR TO 8:30 AM.**

DO NOT EMAIL OR FAX THIS FORM, IT WILL NOT BE ACCEPTED.
PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED FOR ATTENDANCE
PURPOSES.

NO EARLY DISMISSALS WILL BE ALLOWED AFTER 3PM.

STUDENT LEGAL NAME: _____ **DATE(s):** _____

WRITTEN EXPLANATION FOR ABSENCE:

ARRIVING LATE TIME: _____

REASON: SICK* APPOINTMENT*

OTHER _____

LEAVING EARLY TIME: _____

REASON: SICK* APPOINTMENT*

OTHER _____

RETURNING TIME: _____

*correct medical documentation **must** be attached in order for absence to approved as medical

Student has permission to drive or walk home.

Parent/Guardian (print): _____

Parent/Guardian Signature (MUST BE HANDWRITTEN): _____

If any other person other than guardian picking up please write that contact information

Phone Number to Confirm Dismissal/Absence: _____

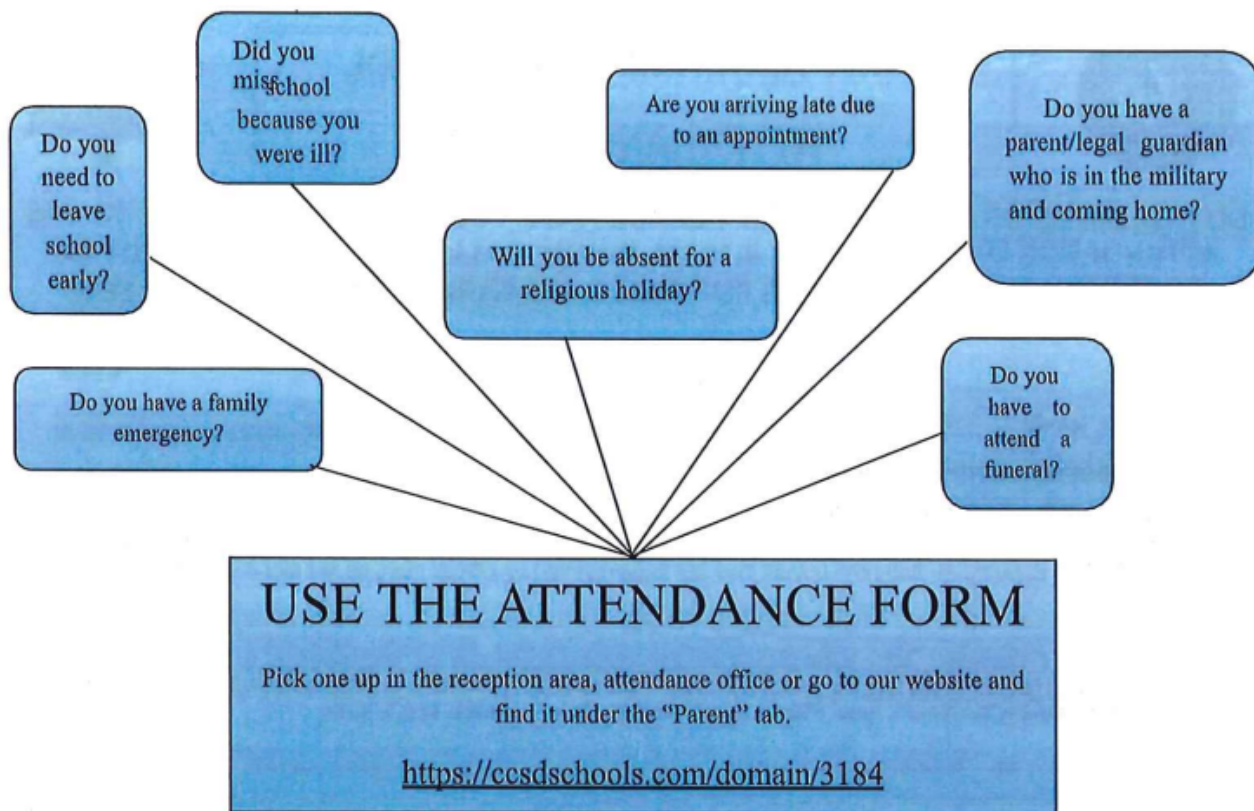
ONE FORM PER STUDENT

Forgery of any school documents, including parental notes, will be punishable to the fullest extent permitted under the Student Code of Conduct.

Please return to:

ATTENDANCE OFFICE (102A) Phone: 843-953-2908

**CHECK YOUR STUDENT'S ATTENDANCE IN POWERSCHOOL OR IN THE POWERSCHOOL
MOBILE APP - SCHOOL CODE: 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 proceed through our carpool line and wait for normal dismissal.

