

NORWIN SCHOOL DISTRICT ATTENDANCE FORM

STUDENT NAME: _____ HOMEROOM: _____ GRADE: _____

DATE OF ABSENCE/TARDY/DISMISSAL: _____

PARENT/GUARDIAN SIGNATURE: _____

ATTENDANCE CATEGORY

ABSENT

TARDY

EARLY DISMISSAL

TIME: _____

PERIOD: _____

ROOM: _____

REASON

An explanation is required for the day(s) to be coded appropriately. If applicable, please attach all documentation to this form for the excuse to be verified.

DISMISSAL INFORMATION

MY CHILD WILL BE SIGNED OUT BY SOMEONE OTHER THAN THE PARENT/GUARDIAN: YES NO

NAME OF THE PERSON WHO WILL BE SIGNING THE STUDENT OUT: _____

MY CHILD HAS PERMISSION TO DRIVE TO HIS/HER APPOINTMENT (High School Only): YES NO

OFFICE USE ONLY

PARENT EXCUSED (P-UNVERIFIED)

UNEXCUSED (U)

MEDICAL EXCUSED (ME-VERIFIED)

PARENT TARDY EXCUSED (TE- UNVERIFIED)

TARDY UNEXCUSED (TU)

TARDY MEDICAL (TM-VERIFIED)

OTHER _____

TIME RETURNED FROM DISMISSAL: _____

VERIFIED

UNVERIFIED

SCHOOL OFFICIAL: _____ DATE: _____