

# 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: \_\_\_\_\_