

PARENTS-Please copy and use as needed.

Montford Middle School
Attendance Notification Form
(Please print all information)

Today's Date

Dates Absent/Tardy

Print **Student's** Legal Name (no nicknames please)

Grade

Print Parent/Guardian's Name and Daytime Number

Reason for Absence/Tardy

- Out all day
 - Time Out/Period _____
Specify
 - Time In/Period _____
Specify
- Parent signature** _____

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