



# FCA Attendance Form 2023-2024 School Year

PLEASE PRINT WITH BLUE OR BLACK INK

## STUDENT INFORMATION

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

## ATTENDANCE INFORMATION

**Tardy** due to: \_\_\_\_\_

**Arrival** time: \_\_\_\_\_

\*\*Three unexcused tardies counts as 1 absence

**Absent** due to: \_\_\_\_\_

\*\* Attach any parent or doctor's note

Needs to **leave school early** due to: \_\_\_\_\_

Please have student in the office by: \_\_\_\_\_

\*\* If your child is leaving early for an appointment, send a doctor's note with your child the next school day in order to have an excused absence.

Parent or Guardian Signature:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## FCA Office Use

Excused     Unexcused