

# NEWWEST™

## Absence & Tardy Form

Student's Name:	
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**CHECK SCHOOL & WRITE GRADE**

Middle School (6th-8th)	<input type="checkbox"/>	High School (9th-12th)	<input type="checkbox"/>	Grade:	
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**CHECK IF ABSENT OR TARDY**

Absent	<input type="checkbox"/>	Tardy	<input type="checkbox"/>
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**LIST DATE(S) ABSENT OR TARDY. IF IT'S NOT A FULL DAY LIST THE PERIODS MISSED.**

Date(s):		Periods Missed:	
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**CHECK REASON**

Illness/Medical	<input type="checkbox"/>	Bereavement	<input type="checkbox"/>	Other	<input type="checkbox"/>
Religious Holiday	<input type="checkbox"/>	College Tour (12th Grade Only - Up to 3 per year)	<input type="checkbox"/>	PLEASE NOTE THIS FORM DOES NOT AUTOMATICALLY EXCUSE AN ABSENCE. ADDITIONAL INFORMATION MAY BE REQUIRED. PLEASE REFERENCE THE ABSENCE POLICY IN THE HOME-SCHOOL CONTRACT.	

**REASON FOR ABSENCE**

**PARENT OR GUARDIAN CONTACT INFORMATION**

Name:			
Email:		Phone Number:	

**PARENT OR GUARDIAN AND DATE**

Parent Signature		Today's Date	
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**Please attach all necessary document(s) if applicable.**