

ATTENDANCE NOTES

Students are required to produce a note whenever they are absent from school. **Failure to bring a note** to the attendance clerk, Mrs. Morgan, within 24 hours of your return to school, will result in an unexcused absence for the day. This unexcused absence **will register as a cut in all classes** (AU) for that day. Three unexcused absences will result in an (H), Denial of Credit.

Please be responsible and return to school with a note when absent for any reason. Your note needs to include your name, the date of the absence, reason for the absence, and parent, guardian, or other authorized signature.