

# Coronado High School ABSENCE REPORTING FORM

CHS Attendance Policy requires reporting of all absences by a direct phone call, email, or note signed by a parent/guardian and delivered to the CHS Attendance Clerk within 24 hours of the absence. After 24 hours, an unexcused absence is a truancy and CHS Administration approval is required to clear the absence.

Student Name (please print) \_\_\_\_\_

Absence Date	Reason for Absence (if illness, please state the nature of the illness)	Admin. Approval/Disapproval
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

\*\* Forged Signatures will result in disciplinary action\*\*

Return completed form to CHS Attendance Clerk

---

# Coronado High School APPOINTMENT CONFIRMATION FORM

On \_\_\_\_\_, \_\_\_\_\_ has/had an appointment with  
Date of appointment Student Name (please print)

\_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_  
Name of professional / business Time Reason

The student was released from school at \_\_\_\_\_ and returned/will return to school \_\_\_\_\_  
Time Date

at \_\_\_\_\_  
Time

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Professional / Business verification signature \_\_\_\_\_

A receipt from the professional /business verifying the appt. that includes the student's name, date and time of appt. can be submitted to CHS in lieu of this form.

\*\* Forged Signatures will result in disciplinary action\*\*

Return completed form to CHS Attendance Clerk