

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