

SCHOOL MEMO

(PLEASE RETURN THE FOLLOWING SCHOOL DAY)

DATE: _____

DATE(S) ABSENT: _____

NAME OF STUDENT: _____

ID: _____

REASON FOR ABSENCE OR TARDY: **(CHECK ONE)**

MEDICAL APPOINTMENT → _____ DISMISSAL/RETURN TIME(S)

DENTAL APPOINTMENT → _____ DISMISSAL/RETURN TIME(S)

ILLNESS _____ (SPECIFY)

FUNERAL

OTHER (SPECIFY REASON) _____

X _____

Parent Signature

Report absences, doctor appointments or being tardy to the Attendance Office, 415.334.4900.

ABSENCES: Attendance Office, 415.334.4900

In the event of absence due to illness or other necessity, the student's parent/guardian **MUST** notify the Attendance Office. Upon returning to school, the student **MUST** bring a note (School Memo) of explanation signed by her parent/guardian **BEFORE** going to her first class. This note, in addition to the phone call, is a written record for the student's file. A detention will be issued for any overdue note.



MEDICAL/DENTAL APPOINTMENTS

The student **MUST** have both a note from her parent/guardian AND the doctor confirming appointments. We encourage students to notify the Attendance Office in advance of any upcoming appointments by using this School Memo form.



OFF CAMPUS AND EARLY DISMISSAL PERMITS

1. The student will bring a note (School Memo) signed by her parent/guardian to the Attendance Office. These requests should be considered extraordinary. The reason for leaving campus, time of departure and approximate time of return, should be included in this request.
2. A medical or dental appointment is excused but it must be confirmed by a note from **both parent/guardian and doctor.**
3. Mercy High School is a closed campus and students are required to be present unless prior written permission from the parent/guardian to leave campus has been obtained. **A student who is off campus without permission will be placed on in-house suspension and on Disciplinary Probation.**
The student may be subject to dismissal.
4. **Only individuals listed on the student's emergency card will be allowed to have the student released to them.**

Attendance Office, Tanya Aloise, 415.334.4900