



To report a future absence or early dismissal, either complete and submit this form (12-24 hours in advance) to the Main Office in Carmelite Hall, or contact Mrs. Mulholland in the Attendance & Clinic Office at 561-314-2129 or [rmulholland@sjpii.net](mailto:rmulholland@sjpii.net).

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
(Last) (First)

Will leave early on: \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

Will be absent from school on: \_\_\_\_\_ and will return on: \_\_\_\_\_  
(Date) (Date)

Reason for absence or early dismissal: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

*Early departure notifications should be made in advance or, at the latest, before 10:00 AM. Please note that students who are absent or leave early will not be allowed to participate in extracurricular activities on that day. This form does not constitute this absence as an excused absence. Please make arrangements with your teachers prior to your absence to stay current with your classwork and assignments.*

*For further details, refer to the school handbook regarding the consequences of absences and early departures.*

**Attendance is mandatory and is essential for academic achievement as well as credit completion. One full attendance point is charged per chargeable absence and a ½ point is charged per chargeable tardy.**

