

# Tardy Form

Revised 8/16/11

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

***This section to be completed by parent:***

\_\_\_\_\_, was late to school  
Student's Name

on \_\_\_\_\_ due to: (check one below)  
Date

Illness

Medical Appointment (must present medical excuse with in 2 days to be excused)

Car Trouble

Overslept

Other (please explain): \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

***THIS SECTION FOR OFFICE USE ONLY:***

***Tardy Form Issued By:*** \_\_\_\_\_

Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Excused

Unexcused

Note / Documentation / Medical Excuse Returned:  Yes  No Date Received: \_\_\_\_\_

\_\_\_\_\_  
Staff/Administrator's Signature

\_\_\_\_\_  
Date

Period	Teacher's Signature (last teacher to sign—please return form to Student Services)	Notes from teacher
Home-room		
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		