



Submitting Electronic Absence/Tardy/Early Dismissal Notes

- ✓ Electronically submitted absence notes are accepted at Bethlehem Christian School. Please follow the submission requirements below.
- ✓ This note must be FULLY completed, SIGNED, and DATED by hand. Notes not completed, signed, and dated by parent/guardian will not be accepted. Electronic signatures will not be accepted. Notes must be hand-signed by parent/guardian.
- ✓ Scan or photograph completed note and attach to your email (email must be the one we have listed for you in renweb.)
- ✓ Send to the appropriate office: Lower Campus: kkeady@bcspanthers.net
Upper Campus: ucattendance@bcspanthers.net



ABSENCE EXCUSE NOTE

_____ was absent / tardy / dismissed early
Student's Name (Please Print)

On/From _____ to _____. _____
Date(s) absent Student's Grade

Check One: ☐ Absent ☐ Tardy ☐ Early Dismissal

Reason for Absence - Check One:

- ☐ Illness (For absences due to illness for more than 3 consecutive days, a doctor's note is required.)
- ☐ Medical Appointment (Doctor's note is required)
- ☐ Family Emergency
- ☐ Other

Parent/Guardian Signature

Today's Date