

# 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](mailto:kkeady@bcspanthers.net)  
Upper Campus: [awilson@bcspanthers.net](mailto:awilson@bcspanthers.net)



## ABSENCE EXCUSE NOTE

\_\_\_\_\_ was absent / tardy / dismissed

Student's Name (Please print)

early \_\_\_\_\_ to \_\_\_\_\_  
Dates 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