

MILFORD MILL ACADEMY
Documentation for Student LATENESS

Student's LAST NAME _____

FIRST NAME _____

DATE LATE _____

REASON _____

CONTACT PHONE/EMAIL _____

SIGNATURE _____ RELATIONSHIP TO STUDENT _____

Two ways to use this form:

- Copy and paste into an email, fill out, and send to the attendance assistant, rfrey@bcps.org
OR
- Print, fill out, and have student present when signing in late to . . .
~ 1st period teacher (if late between 7:45 and 8 a.m. ONLY)
~ Attendance assistant if late after 8 a.m. (or if presented on a later day)