



ARDREY KELL HIGH SCHOOL
Late Arrival Form

Date: _____

Student Name: _____

Grade: _____

Student ID #: _____

Time of arrival: _____

Block: _____

Room #: _____

Teacher: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

(Where you can be reached to verify the late arrival time)

Parent/Guardian Email Address: _____

Students are expected to be on time for all classes. All students, including drivers, who are late to school must have a Late Arrival Form found on the AK website completely filled out with a parent/guardian signature. We will not accept phone calls or emails for any late students – NO EXCEPTIONS! If a student is late for 2nd block, Knight Time, Homeroom, 3rd or 4th block class, he/she is to report immediately to the Main Office with their Late Arrival Form. Students without forms will be sent to Lockout. **Parents will not be allowed to be called to come back and sign in their child.** Grade level administrators will meet with those students with excessive absences/tardies to 1st block and contact parents to develop a plan for the student and inform them of the consequences of excessive absences.

Questions? Please contact Sarah Broughton at Ardrey Kell High School 980-343-0860 or
sarahg.broughton@cms.k12.nc.us

**EMAILED OR SCANNED COPIES OF THIS FORM WILL NOT BE ACCEPTED.
SUBMIT A COMPLETED HARD COPY OF THIS FORM TO THE MAIN OFFICE
WITHIN 5 DAYS OF AN ABSENCE.**