

A Note to School

If a student is to be absent, this note is to be turned in before the date of the absence. In cases of sickness or other emergencies, turn this note in within three days, to excuse the absence.

If a student is arriving late, a parent or guardian must sign the student in at the front office. If it is after 9:30 a.m. this note must be turned in within three days.

If a student will be leaving school early, present this note to the Front Office before homeroom on the day of the early dismissal.

Students Name: _____

Homeroom: _____

Regarding Absence on (date): _____

Reason:

Regarding Early Dismissal on (date): _____

Will be picked up early at (time): _____

Reason: _____

Regarding Lateness on (date): _____

Will arrive at (time): _____

Reason: _____

Signature: _____