

# 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 emergency 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 when the student arrives. It can also be turned in prior to the lateness.

**If a student will be leaving school early**, present this note to the Front Office before homeroom on or before the day of the early dismissal. **If a note is not presented, the student will be pulled at the next bell time.**

Student's Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**Regarding Absence** on (date): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

**Regarding Early Dismissal** on (date): \_\_\_\_\_

Will be picked up early at (circle): 10:05am 11:00am 12:30pm 1:25pm 2:20pm 3:15pm

Reason: \_\_\_\_\_

\_\_\_\_\_

**Regarding Lateness** on (date): \_\_\_\_\_

Will arrive at (time): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_