

A Note to School

A signed "A Note to School" form must be turned in with a doctor's note or other acceptable note attached to excuse all Absences, Tardies, and Early Dismissal.

If a student is to be absent, this note must 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 9:00 a.m. this note must be turned when the student arrives. This note can be turned in before the date for any pre-schedule appointments that will result in your student being tardy.

If a student will be leaving school early, present this note to the Front Office before 1st Period on or before the day of the early dismissal and your student will be waiting for you upon arrival.

Student's Legal Name: _____ Grade: 6 7 8

Please circle one: Tardy Absent Early Dismissal

Date (s) ____/____/____ - ____/____/____

Due to: Doctor Appt. Dentist Appt. Legal Appt. (attach documentation)

Sick Personal (10 Sick/ Personal Days **PER YEAR**)

Funeral Religious Holiday Shadowing

Signature: _____

Date: ____/____/____

Early Dismissal Only:

Will be picked up early at (circle): 10:00am 10:55am 11:50am 1:00pm 2:05pm 3:00pm other: _____

Illegible or inaccurate forms will **NOT** be processed.