



Note for Absence, Lateness, Early Dismissal, or Change of Plan

Student's Name: \_\_\_\_\_ Grade and Homeroom: \_\_\_\_\_

was absent on \_\_\_\_\_  
DAY MONTH / DATE / YEAR

is/was late on \_\_\_\_\_  
DAY MONTH / DATE / YEAR

needs to leave school on \_\_\_\_\_ at \_\_\_\_\_  
DAY MONTH / DATE / YEAR TIME

will be going home \_\_\_\_\_  
please indicate how the typical plan is changing

REASON: please check one

- illness or accident
- medical or dental appointment
- death in family
- religious holiday
- other - please explain: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature