



DISMISSAL CHANGE / ABSENCE REQUEST FORM

Students may not switch buses for play dates

Teacher: _____

From: _____

Date: _____

Child's Name: _____

Phone Number: _____

(where you can be reached during school hours)

_____ Will be carpoled with _____ (name) on _____ (date)
Must be listed on emergency sheet or have green carpool sign. If not, walk in with identification and sign student out.

_____ My child has a doctor/dentist appointment today and needs to be dismissed at _____
(time-no later than 3:15 – thereafter in the carpool line) OR will be late tomorrow _____ (date)

_____ We will be out of town from _____ to _____

Please send a note to your child's teacher regarding make-up work

_____ Other _____

NOTE: Early dismissal - we do not call students out of class until parents are physically in the office so please allow sufficient time for them to pack up and get to the office. Should you arrive after 3:15 you will be asked to join the carpool line.



DISMISSAL CHANGE / ABSENCE REQUEST FORM

Students may not switch buses for play dates

Teacher: _____

From: _____

Date: _____

Child's Name: _____

Phone Number: _____

(where you can be reached during school hours)

_____ Will be carpoled with _____ (name) on _____ (date)
Must be listed on emergency sheet or have green carpool sign. If not, walk in with identification and sign student out.

_____ My child has a doctor/dentist appointment today and needs to be dismissed at _____
(time-no later than 3:15 – thereafter in the carpool line) OR will be late tomorrow _____ (date)

_____ We will be out of town from _____ to _____

Please send a note to your child's teacher regarding make-up work

_____ Other _____

NOTE: Early dismissal - we do not call students out of class until parents are physically in the office so please allow sufficient time for them to pack up and get to the office. Should you arrive after 3:15 you will be asked to join the carpool line.