



St. Philip School

52 W. Crafton Avenue • Crafton, PA 15205 • 412-928-2742, Ext. 4
www.spsangelway.org

School Note for Tardy, Absent, & Early/Other Dismissal Instructions

PLEASE USE ONE NOTE PER CHILD – DO NOT USE ONE NOTE FOR MULTIPLE CHILDREN

You are **required** to complete this form and send it to school with your child on ALL of the following occasions:

- When your child returns to school after an absence of one school day or longer
- On any day your child arrives tardy to school
- On days when you are requesting your child to be dismissed early
- On days when you are requesting your child to be dismissed with an adult other than your child's parent or legal guardian
- On days when you are requesting your child be sent to the Afterschool Care/Extended Day Program
- On days when your child is to be dismissed in a different manner than previously instructed (Ex. Walker vs. Bus)

Today's Date: _____

Full Name of Child _____

Child's Homeroom _____ Child's Homeroom Teacher _____

FOR ABSENCES AND TARDIES (complete the section that applies)

My child was absent on the following day(s) _____

My child was tardy on the following days(s) _____

Briefly explain reason for absence/tardiness _____

FOR EARLY DISMISSAL AND DISMISSAL INSTRUCTIONS (complete the section that applies)

- My child will be dismissed at the following time _____ on the following date _____ for the following reason _____
- My child will: _____ ride the bus/ _____ be dismissed as a walker on the following date _____
- My child has permission to be dismissed with the following person _____ on the following date _____
- My child will attend the afterschool program on the following date(s) _____

NOTE: If your child will be attending the afterschool program on a **regular basis**, please describe below (Examples: Daily, or Mon-Wed-Fri, etc., from MONTH AND DATE to MONTH AND DATE)

- Other Instructions (please specify) _____

Parent/Guardian Signature _____ Date _____