



St. Philip School

52 West Crafton Avenue • Pittsburgh, PA 15205
412-928-2742 x4 • www.spsangelway.org

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FORM: 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 email it to the school for the following:

- 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 your child is to be dismissed in a different manner than previously instructed (Ex. Walker vs. Bus)
- On days when you are requesting your child be sent to the Afterschool Care/Extended Day Program

Student Name _____ Homeroom _____

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 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 _____

**COMPLETE & SAVE this form and email it
to schooloffice@spsangelway.org**