



St. Philip School

*Achieving Natural Goodness in Everyday Life
The "ANGEL" Way*

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: x When your child returns to school after an absence of one school day or longer x On any day your child arrives tardy to school x On days when you are requesting your child to be dismissed early x On days when you are requesting your child to be dismissed with an adult other than your child's parent or legal guardian x On days when you are requesting your child be sent to the Afterschool Care/Extended Day Program x 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/Tardy on the following day(s) _____

Briefly explain reason for absence/tardiness _____

FOR EARLY DISMISSAL AND DISMISSAL INSTRUCTIONS (complete the section that applies) x My child will be dismissed at the following time _____ on the following date _____ for the following reason _____

x My child will: _____ ride the bus/ _____ be dismissed as a walker on the following date _____

x My child has permission to be dismissed with the following person _____ on the following date _____

x 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)

x Other Instructions (please specify) _____

Parent/Guardian
Signature _____

Date _____