

### LATE ADMITTANCE/EARLY DISMISSAL

Date \_\_\_\_\_ Homeroom \_\_\_\_\_

Student's name \_\_\_\_\_

Please circle: Late admittance or Early Dismissal

Reason \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Arriving late or leaving early – report to first floor office

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Student's name \_\_\_\_\_

Please circle: Late Admittance or Early Dismissal

Reason \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Arriving late or leaving early – report to first floor office

### REPORT OF ABSENCE

Date \_\_\_\_\_ Homeroom \_\_\_\_\_

Student's name \_\_\_\_\_

Was absent on \_\_\_\_\_

Will be absent on \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian Signature

### REPORT OF ABSENCE

Date \_\_\_\_\_ Homeroom \_\_\_\_\_

Student's name \_\_\_\_\_

Was absent on \_\_\_\_\_

Will be absent on \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian Signature

TO: Parents/guardians: please save these slips and use as needed. **Just a reminder, if your child is coming in late (after 8:00 AM)** they must first report to the Main office before going to their classroom. If they are leaving early, they also report to the Main office where they will wait until they are signed out.

Please call St. Andrew School (610-259-5145) **before 8:30 am** each day your child will be late or absent.