

Note to Loomis School:

Circle one: Absence(s) - Tardy - Early Dismissal - Transportation

From:

Date: / / 20__

(Parent's Signature)

Attendance

Office Use	
Received: / / 20	
Attendance Code:	

Student(s): _____

Was Tardy or Absent on the following date(s): _____

Reason:

Absences—Please call attendance line (610-359-4358) by 9:30 a.m. each day absent. Absent notes due within three (3) days of return to school. See Elementary Handbook for direction on absences of three or more days and necessary requirements to submit a trip form for three or more days of education family travel. *Tardies—A note stating valid reason must accompany student on arrival to school. See Elementary Handbook for more information including how to email electronic notes.*

Early Dismissal

Student Names(s):

To be picked up today by:

At: AM / PM **Returning:** Y / N **Reason:**

Transportation from Loomis

Date: / / 20__ [For bus, include number and First and Last names for students]

Student(s):

With:

Dismissed to (circle one): Walker Carline **BUS Number:**

**Bus notes—A note is needed for a student to ride a bus other than their own. The Loomis office will scan notes to transportation prior to 11:00 a.m. Changes after 11:00 a.m. require parental notification directly to transportation (610-359-4299), and then to Loomis (610-359-4350).*