

Early Dismissal/Late Arrival Form

Dear Parent/Guardian: Please fill out this form in its entirety and have your daughter turn it in to the school office one day prior to her appointment, or the day of, if it is a last minute appointment. You may send the form electronically to attendance@mercyjaguars.com. *Electronic submission must come from a parent/guardian email account.* Thanks for your cooperation.

Student Name: _____

Please dismiss/excuse my daughter from school on _____ at

(day & date)

_____ am/pm for a/an _____

(time)

(reason)

_____.

She will / will not be returning at _____ am/pm.

The following means of transportation will be used:

- Parent / Grandparent will drop off/pick up
- Student will drive herself
- Other _____

(An ID is required for someone to sign out a student that is not listed on the student's PowerSchool form)

Parent/Guardian Signature

Date

NOTE: A doctor's note is required to excuse absences and allow for missed work to be made up.