



## ARCHBISHOP HANNAN HIGH SCHOOL TARDY/EARLY DISMISSAL FORM

**Instructions:** The student must bring this note, signed by a parent/guardian, to the Attendance Office between 7:15 and 8:00 on the day he or she is requesting an early dismissal or immediately upon arriving tardy at school. Whether or not a student's absence from class is excused or unexcused will depend on the reasons leading to the tardy/early dismissal and the documentation provided. For more details regarding the school's tardy, absence, and early dismissal requirements and policies please refer to the *Student-Parent Handbook*.

<b>PARENT NAME:</b>		<b>DATE:</b>	
---------------------	--	--------------	--

<b>STUDENT NAME:</b>		<b>GRADE</b>	12th Grade
----------------------	--	--------------	------------

<b>CLASS BLOCK(S) MISSED</b>	1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> Lunch <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/>
----------------------------------	---

<b>EARLY DISMISSAL DATE</b>		<b>DISMISSAL TIME</b>	
---------------------------------	--	---------------------------	--

<b>REASON FOR TARDY / EARLY DISMISSAL:</b>	<input type="checkbox"/> Medical/Dental Appointment** <input type="checkbox"/> Student Illness/Injury <input type="checkbox"/> Other (Provide detail below) <input type="checkbox"/> Death/Funeral Immediate Family <b>** Proof of appointment from the doctor's office is required.</b>
--	--

<b>EXPLANATION:</b> (Please provide specific nature of illness or other reason for tardy or early dismissal.)	<hr/> <hr/> <hr/>
--	-------------------------

<b>PARENT SIGNATURE:</b>	<div style="border-bottom: 1px solid black; height: 20px;"></div> <div style="text-align: right; padding-top: 5px;"><b>Date:</b></div>
------------------------------	--

ATTENDANCE OFFICE USE ONLY	
<b>RECEIVED:</b> _____	<b>VERIFIED:</b> _____
<b>EXCUSED ABSENCE:</b> _____	<b>UNEXCUSED ABSENCE:</b> _____