



A NOTE TO THE LEOTA MIDDLE SCHOOL ATTENDANCE OFFICE:

Date: _____

Student's Name: _____ **Student ID #:** _____ **Grade:** _____
(Please Print)

Please excuse my student's **ABSENCE / TARDY** on _____
(Please Circle) *(Date)*

Must leave campus _____ at _____ a.m./p.m. and **WILL RETURN / WILL NOT RETURN.**
(Date) *(Time)* *(Please Circle)*

Signature of Parent or Guardian:



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