



John Burroughs High School - Attendance Office

STUDENTS ARRIVING LATE

- When your child arrives late to school, please send a note with your student in the morning explaining why they are late, and have them bring it into the main office before going to class.
- Please write clearly, include your student's first and last names, and sign the note.
- Tell your student to time-stamp the note and leave it in the attendance in-box. We will help them do this the first time that they do it.
- Students are excused for medical appointments (doctor, orthodontic, chiropractic, dental, lab work, etc.), passport appointments, court appointments, DMV appointments, funeral of family member, or if they are feeling sick in the morning. Tardiness due to car problems, personal business, and family emergencies are **NOT** excused.

Thank you for your cooperation,
JBHS Attendance Office



Note to excuse student for arriving late.

Please time-stamp when arriving at school and leave in attendance office's in-box.

Student name: _____ ID# _____ Date: _____

Please excuse the tardiness on: _____ (date) at: _____ (time)

My student's tardiness is due to:

Parent Signature

Daytime telephone number