



Student's First Name	Student's Last Name	Student's First Name	Student's Last Name
Student's Advisor Name	Student's Grade	Student's Advisor Name	Student's Grade
Student is:		Student is:	
Tardy		Tardy	
Reason:		Reason:	
Time In: am/pm		Time In: am/pm	
Returning after an absence of	day(s)	Returning after an absence of _	day(s)
Absence Dates:		Absence Dates:	
Reason:		Reason:	
Being Dismissed		Being Dismissed	
Reason:		Reason:	
Time Out: am/pm		Time Out: am/pm	
Bus Change*: Regular Bus #:	_ To Take Bus #:	Bus Change*: Regular Bus #:	To Take Bus #:
Reason:		Reason:	
(Bus changes can only be made for child care/su	pervision or family emergency)	(Bus changes can only be made for child ca	are/supervision or family emergency
Destination Address:		Destination Address:	
*Student must give this note to the office in the morning for a blue bus pass		*Student must give this note to the office in the morning for a blue bus pass	
Parent Signature	Date	Parent Signature	Date