



# St. Philip School

52 W. Crafton Avenue • Crafton, PA 15205 • 412-928-2742, Ext. 4  
[www.spsangelway.org](http://www.spsangelway.org)

## School Note for Tardy, Absent, & Early/Other Dismissal Instructions

PLEASE USE ONE NOTE PER CHILD – DO NOT USE ONE NOTE FOR MULTIPLE CHILDREN

You are **required** to complete this form and send it to school with your child on ALL of the following occasions:

- When your child returns to school after an absence of one school day or longer
- On any day your child arrives tardy to school
- On days when you are requesting your child to be dismissed early
- On days when you are requesting your child to be dismissed with an adult other than your child's parent or legal guardian
- On days when you are requesting your child be sent to the Afterschool Care/Extended Day Program
- On days when your child is to be dismissed in a different manner than previously instructed (Ex. Walker vs. Bus)

Today's Date: \_\_\_\_\_

Full Name of Child \_\_\_\_\_

Child's Homeroom \_\_\_\_\_ Child's Homeroom Teacher \_\_\_\_\_

### FOR ABSENCES AND TARDIES (complete the section that applies)

My child was absent on the following day(s) \_\_\_\_\_

My child was tardy on the following days(s) \_\_\_\_\_

Briefly explain reason for absence/tardiness \_\_\_\_\_

### FOR EARLY DISMISSAL AND DISMISSAL INSTRUCTIONS (complete the section that applies)

- My child will be dismissed at the following time \_\_\_\_\_ on the following date \_\_\_\_\_ for the following reason \_\_\_\_\_
- My child will: \_\_\_\_\_ ride the bus/ \_\_\_\_\_ be dismissed as a walker on the following date \_\_\_\_\_
- My child has permission to be dismissed with the following person \_\_\_\_\_ on the following date \_\_\_\_\_
- My child will attend the afterschool program on the following date(s) \_\_\_\_\_

**NOTE:** If your child will be attending the afterschool program on a **regular basis**, please describe below (Examples: Daily, or Mon-Wed-Fri, etc., from MONTH AND DATE to MONTH AND DATE)

\_\_\_\_\_  
\_\_\_\_\_

- Other Instructions (please specify) \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_