

Change in Dismissal Notice

Dear Miss Gregory,

My child, _____, will be (check one)...

Leaving early (at _____ : _____) on _____.

Going home with (name/relationship to student) _____

on (date) _____ at (time) _____.

Dismissed as follows: _____

_____ on _____.

I grant permission for my child to be dismissed as noted above.

Parent/Guardian Signature: _____

Late Arrival Notice

Dear Miss Gregory,

My child, _____, will be arriving late to

school on _____ due to _____.

(Date)

(Reason)

_____ will be signing him/her back into school at

(Parent/Guardian Name)

approximately _____ : _____.

(Time)

Parent/Guardian Signature: _____