

SCOTTISH CORNERS ELEMENTARY SCHOOL

★A NOTE TO SCHOOL★

Teacher: _____ Date: _____

Student: _____

Absence Notification: 614-764-5963

Sherrie Stegmeier: stegmeier_sherrie@dublinschools.net

When a student is absent in Dublin City Schools, a parent must **call/e-mail the school within one hour of the start of the day to report his or her child's absence from school.** When a student **returns** to school, parents must **provide written notification of their child's absence and the reason the student was not in attendance at school.** This written notification can be a written note, **e-mail** or the completion of this form. All written communication should be provided to the school's office.

MY CHILD HAS BEEN ABSENT FROM SCHOOL ON:

Dates: _____

Reason for
Absence: _____

Will be leaving early. Time: _____
Because: _____

Will be picked up by: _____

Has my permission to go with: _____
And will take bus # _____
 Be picked up by _____
 Designated pick-up area: _____

Has my permission to stay after school
for: _____

Other: _____

Parent/Guardian
Signature: _____

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