

# BAILEY ELEMENTARY

## A NOTE TO SCHOOL

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

**Absence Notification: 614-717-6611**

**Andrea Higley: [higley\\_andrea@dublinschools.net](mailto:higley_andrea@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. 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**. This written notification can be a written note, e-mail, doctor's note or the completion of this form. All written communication should be provided to the school's office.

MY CHILD WAS ABSENT FROM SCHOOL ON:

Date(s): \_\_\_\_\_ Absence Reason: \_\_\_\_\_

Will be leaving early. Time: \_\_\_\_\_

Reason: \_\_\_\_\_

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:** \_\_\_\_\_