

Hanover High School Attendance Office Note

Student Name

Student Number

Has my permission to:

Be **DISMISSED** on (Date) _____ at _____ AM / PM

Reason: _____

ARRIVE LATE on (Date) _____ at _____ AM/PM

Reason: _____

RIDE BUS on (Date) _____ on bus _____ with/to

Name/Location: _____

Was **ABSENT ON** (Date) _____

Reason: _____

Parent/Guardian Signature

Date

Daytime Phone #

**** Parents and Guardians: Students MUST use this form for Early Dismissal, Late Arrival, Absence and/or Bus Pass notes. Thank you for your assistance as we continue to streamline our attendance process.**

**** Please check the school website for attendance guidelines/policy.**

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