

**Springfield School District
Late Arrival/Early Dismissal**

Student Name: _____ Grade: _____
Last First

Late Arrival/Early Dismissal: Date _____ Time ____ : ____

Please Check One: (District policy considers the following conditions to constitute reasonable cause for absence from school)

- Illness Doctor/Dental Appointment Recovery from Accident/Injury
 College Visit Death in Family Court Attendance
 Other (this reason may not be excused) _____

Transportation (check one): Parent/Guardian Student Driver Walk

Note Submission Date: _____

Parent/Guardian Signature: _____

State Law requires an explanation from the parent/guardian in each incident of absence and the written notification of the excuse must be kept on file.

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