

Olde Sawmill Elementary School



Attendance/Dismissal Form



Student: _____

Teacher: _____ Grade: _____

Absence Notification: 614-718-8801

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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/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 office.

My child was absent from school on:

Date(s) of Absence: _____

Reason for Absence: _____

My child will be leaving early:

Date/Time: _____

Reason: _____

My child has my permission to go home with: _____

And will Take Bus # _____ Date: _____

Be picked up by _____

Designated Pick-Up Area _____

My child will be picked up by: _____

Other: _____

Parent/Guardian Signature: _____ Date: _____