

*Mechanicsville High School*

Student ID \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Early Dismissal Time \_\_\_\_\_ Ret'd \_\_\_\_\_  
Reason \_\_\_\_\_

Late Arrival Time \_\_\_\_\_ Reason \_\_\_\_\_

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

Bus Pass \_\_\_\_\_ (#) riding with \_\_\_\_\_

\_\_\_\_\_  
Parent Signature Contact Phone Number

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

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