

# CARROLLTOWNE ELEMENTARY

ABSENCE/LATE ARRIVAL /CHANGE OF DISMISSAL  
REPORT ABSENCE • 410-795-5673(Prior to 8:30 AM and after 4:00 PM)

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

is returning to school after an absence of \_\_\_\_\_ day(s).

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

Please explain reason for absence:

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is late due to:

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Will be **dismissed in a different way at regular dismissal time**  
(please check one)

\_\_\_\_ Parent Pick-up (Cafeteria)

\_\_\_\_ Walker (MacBeth/Gemini)

\_\_\_\_ Bus # \_\_\_\_\_ (fill in bus #)

\_\_\_\_ Walker (Slacks Road)

Will be ***dismissed early*** (picked up in office by parent/guardian) due to:

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The State Law requires an explanation from the parent/guardian in each case of a student's absence or tardiness. Kindly state the reason above.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

TEACHER NOTIFIED BY: \_\_\_\_\_

Revised 12/03/07

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