

Mentor Christian School  
Early Dismissal Form & Late Arrival Form

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Reason for leaving early or arriving late: \_\_\_\_\_  
\_\_\_\_\_ Illness  
\_\_\_\_\_ Doctor or Dental appt.  
\_\_\_\_\_ Emergency at home  
\_\_\_\_\_ Other

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Initials of teachers whose classes will be missed: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Proposed time of departure or late arrival: \_\_\_\_\_

Actual Time of Departure: \_\_\_\_\_ or Actual Time of Arrival: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Signature of person picking up or dropping off the student: \_\_\_\_\_

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