

**Palencia Elementary School
Attendance and Dismissal Change Form**

Student(s) Name: _____

Grade: _____ Teacher Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Absence

Dates(s) of Absence: _____

Reason of Absence: _____

Please attach Doctor's note



Dismissal Change

Student(s) Name: _____

Date(s) of Change: _____

Transportation Change Y/N: _____ Permanente Y/N: _____

New Method of Transportation: _____

Dismissal Changes are accepted until 2:00pm every day EXCEPT Wednesdays. 1:00pm is the deadline on Wednesdays.

Early Dismissal

Will be picked up by: _____

Time: _____ AM/PM Reason: _____

Early Dismissal pick-up until 2:15pm every day EXCEPT Wednesday. 1:15pm is the deadline on Wednesdays.