

# A Note to the Teacher

John B. Dey Elementary

1900 North Great Neck Road

Virginia Beach, VA 23454

Phone: 757-648-2440 Fax: 757-496-6784

**TO REPORT AN ABSENCE AFTER HOURS CALL  
648-2440**

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

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

Teacher's Name: \_\_\_\_\_

## **DISMISSAL CHANGE**

Date of Dismissal Change: \_\_\_\_\_

- Parent Pick-up by \_\_\_\_\_
- Ride the Bus home
- Will ride home with \_\_\_\_\_
  - On Bus # \_\_\_\_\_

Same Bus – Different Stop

Address: \_\_\_\_\_

## **EARLY DISMISSAL**

Request to Leave Early at: \_\_\_\_\_

## **REASON FOR ABSENCE**

Is Late Due to: \_\_\_\_\_

Is returning after an Absence of (#) \_\_\_\_\_ Days

Due to: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

Parent's Signature

Phone Number  CHECK HERE IF # IS NEW

**All Dismissal Changes MUST be requested in writing prior to 2:00 p.m.**

**Please have a picture ID available on request**

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