



John Burroughs High School - Attendance Office

**PICKING STUDENTS UP EARLY**

- When picking your child up early from school for any reason, please send a note with your student in the morning and have them bring it into the main office before school starts. Due to safety reasons, this may not be done over the phone.
- Do not send an emergency card contact to pick up your student without a signed note from you.
- In the event that your child becomes ill and phones or texts you, please direct them to go to the nurse’s office. From there, you will be called to pick up your child if necessary.
- You will be unable to pick up your child during lunch or 15 minutes prior to the end of any school day unless a note has been submitted that morning.

Thank you for your cooperation,  
JBHS Attendance Office

✍ \_\_\_\_\_

Off-schedule/Off-grounds pass, note to allow student to leave campus early.

***Must be submitted PRIOR to leaving campus.***

Student name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Please excuse the absence on: \_\_\_\_\_ (date) at: \_\_\_\_\_ (time)

The absence will be due to:

\_\_\_\_\_  
(medical, dental/orthodontic or optometry appointment, court, employment conference, college or DMV appointment, funeral, religious holiday, ceremony, instruction, or retreat). Vacations and trips will not be excused.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Daytime telephone number