



Mill Valley Middle School
425 Sycamore
Mill Valley, CA 94941
415-389-7711
fax 415-389-7780
www.mvschools.org/ms

Today's Date: _____

To: MVMS Office,

My student: _____, will be:

- Arriving to school late; approximately at _____ (time) on _____ (date).
- Leaving school early for an appointment at, _____ (time) on _____ (date).
- Name of person picking up student if other than parent or guardian, _____

Signed: _____

Students who arrive to school late with a valid excuse should bring this note from home indicating the reason for the late arrival. Students who need to leave school early for a scheduled appointment should bring this note from home; show it to the teacher or substitute teacher of the class they will be leaving early from. The student will then leave the class at the appointed time, bring their belongings and **this note** to the front office where they will **sign out** at the front desk.

Students who leave school for an appointment **must** sign in at the front desk when they return to school.



Mill Valley Middle School
425 Sycamore
Mill Valley, CA 94941
415-389-7711
fax 415-389-7780
www.mvschools.org/ms

Today's Date: _____

To: MVMS Office,

My student: _____, will be:

- Arriving to school late; approximately at _____ (time) on _____ (date).
- Leaving school early for an appointment at, _____ (time) on _____ (date).
- Name of person picking up student if other than parent or guardian, _____

Signed: _____

Students who arrive to school late with a valid excuse should bring this note from home indicating the reason for the late arrival. Students who need to leave school early for a scheduled appointment should bring this note from home; show it to the teacher or substitute teacher of the class they will be leaving early from. The student will then leave the class at the appointed time, bring their belongings and **this note** to the front office where they will **sign out** at the front desk.

Students who leave school for an appointment **must** sign in at the front desk when they return to school.