

## 2024 NOTICE OF LATE RETURN FORM – Elementary (PLEASE PRINT)

This form is to be completed for any student expecting to return to school LATER THAN noon on **Friday, September 6, 2024**, but prior to **Monday, September 30, 2024**.

**Please note: If the school cannot verify your child's attendance at school by noon on Wednesday, September 4, 2024, your child's space will be given to another student on the school's waitlist.**

The School Phone is \_\_\_\_\_ The School Email is \_\_\_\_\_

Dear Principal:

My child(ren) will be attending \_\_\_\_\_ School for the 2024-2025 school year but **will NOT be in attendance in the school before noon on Wednesday, September 4, 2024**. Please reserve a space in your school for my child(ren).

\_\_\_\_\_, in Grade \_\_\_\_\_ (Sept. 2024)  
*Last Name First Name*

\_\_\_\_\_, in Grade \_\_\_\_\_ (Sept. 2024)  
*Last Name First Name*

\_\_\_\_\_, in Grade \_\_\_\_\_ (Sept. 2024)  
*Last Name First Name*

The expected DATE OF RETURN for our child(ren) is \_\_\_\_\_

Reason for late return: \_\_\_\_\_

**Please note: Space will not be held beyond September 30, 2024.**

Parent's Name or Legal Guardian's Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Day Phone (F) \_\_\_\_\_

Day Phone (M) \_\_\_\_\_

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Alternate Contact/Phone Number or e-mail \_\_\_\_\_