

Dear Parents/Guardians:

I'm excited about the new school year! This school year, if you know of appointments prior to the day before, I ask that you fill out the following form and send with your student or fax the form to me here at the school. **PLEASE INCLUDE A PICTURE ID with this form.**

I hope this procedure will help the checkout process flow easier. Thank you, and I look forward to a great year.

Sincerely,

*Deborah Dawson*

Deborah Dawson  
Attendance Clerk

**\*\*\*Please attach a copy of your driver license and fill out the form\*\*\***

I (parent name) \_\_\_\_\_, give  
(student(s) \_\_\_\_\_

name) \_\_\_\_\_ to checkout  
on \_\_\_\_\_

(date) \_\_\_\_\_ at (time) \_\_\_\_\_.

The reason for checkout is the following:

\_\_\_\_\_ Doctor's appointment

\_\_\_\_\_ Dentist appointment

\_\_\_\_\_ Other appointment

\_\_\_\_\_ Other \_\_\_\_\_