



SUNSHINE SCHOOL & DEVELOPMENT CENTER

Enriching Lives Since 1958

Classroom Early Departure & Late Arrival Form

Please Print:

Name of Child _____
Parent Name _____
Teacher/Classroom Number _____

Please Choose:

Early Departure for: _____ at _____
(Date) (Time)

Late Arrival for: _____ at _____
(Date) (Time)

Reason: Please specify the reason for early departure/late arrival.

Office use only

Early Departure/Late Arrival approved & excused _____
Early Departure/Late Arrival not approved _____

Early Childhood Special Education Supervisor Date

Head of Department (ABC or Special Education) Date