



Burwood Girls High School

LATE NOTE

FAMILY NAME: _____

FIRST NAME: _____

YEAR: 7 8 9 10 11 12 (please circle one)

DATE: _____

REASON FOR ARRIVING LATE: _____

SIGNED (PARENT/CARER): _____

DATE: _____

Give this completed note to the Front Office upon arrival at school.

You must also 'swipe' your library card to sign in.

Press '1' for 'late with note' and wait for office staff to take note and authorise.

If you have an appointment card or certificate from an appointment (eg doctor, dentist, orthodontist) this is an acceptable alternative to a 'late note'.



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