



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 at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) for an appointment.
- 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.

If you student will be leaving with anyone other than a legal guardian, please be sure to note this, without written permission your child will not be released.



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 at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) for an appointment.
- 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.

If you student will be leaving with anyone other than a legal guardian, please be sure to note this, without written permission your child will not be released.