



**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'.



**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'.