

SIGN OUT FORM

Name	
Registration group	
Date	
Time of Departure	
Parental email has been sent to College asking permission to leave school* <i>Please circle</i> YES NO	* Please note that if you leave College without permission a Friday Detention will be issued.
Reason for leaving College:	

PLEASE PLACE THIS FORM IN THE SIGN OUT BOX

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SIGN IN FORM

Name	
Registration group	
Date	
Time of Return/ Late arrival * <i>*Please delete as appropriate</i>	
Parental email has been sent to College regarding your absence	<i>Please circle</i> YES NO
Reason for late arrival/ return to school:	

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SIGN IN FORM

Name	
Registration group	
Date	
Time of Return/ Late arrival * <i>*Please delete as appropriate</i>	
Parental email has been sent to College regarding your absence	<i>Please circle</i> YES NO
Reason for late arrival/ return to school:	

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