



The Hanover Center For Trades and Technology

10002 Learning Lane
Mechanicsville, VA 23116
Telephone: 804-723-2020 / Fax: 804-723-2039

Email Contact Information:

Vanessa Spurlock, Fiscal Support Specialist
(vspurlock@hcps.us)

NOTE FOR THE ATTENDANCE OFFICE

PLEASE PRINT INFORMATION

Student Full Name: _____

Student ID#: _____ (A Day) _____ (B Day) _____

PERMISSION:

_____ to arrive tardy on (date) _____ at (time) _____

Reason for Tardy: _____

_____ to leave early on (date) _____ at (time) _____

Reason for Early Release: _____

_____ Student Absent Date(s) _____

Reason for student absence(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Contact Information:

Day Phone: _____

Email: _____



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