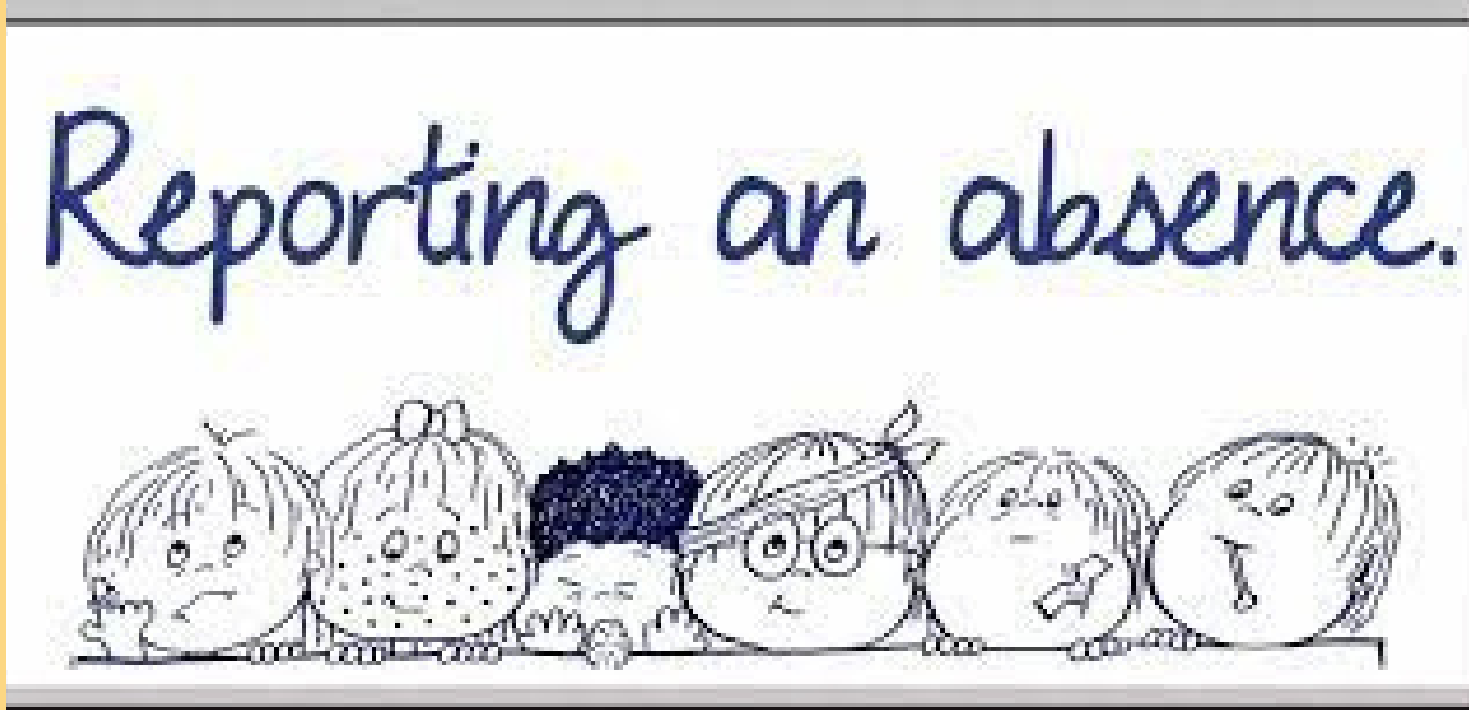


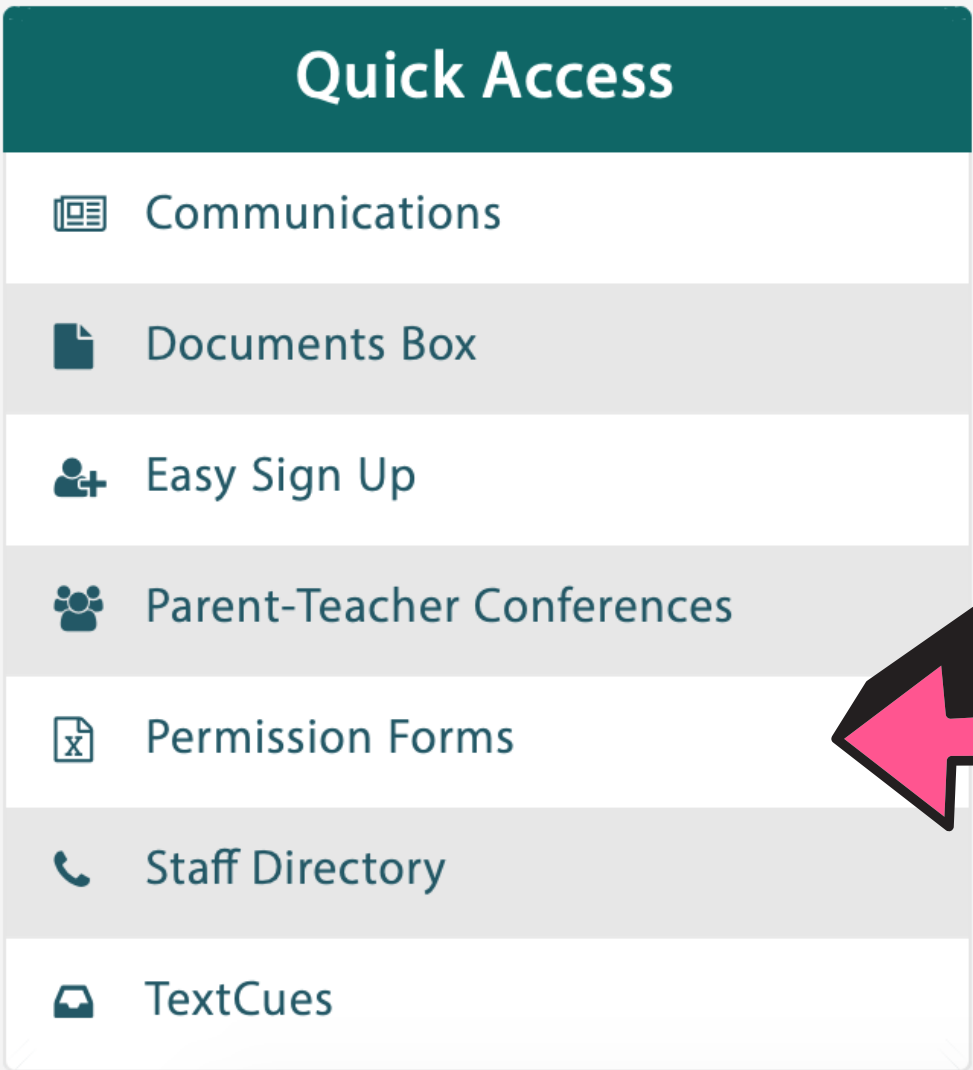
SCHOOL CUES GOLD NOTES



IS YOUR CHILD GOING TO
BE ABSENT OR TARDY?

Follow the steps to send a
Gold Note to school.

1.



ON THE SCHOOL CUES
HOME SCREEN

Click on
"PERMISSION FORMS"

2.

Available Forms	
Form Name	Description
Tardy Form	Submit the form to report if the student was or will be tardy on any given day.
Absentee Form	Submit a form to report a students absence for one or more days (including vacations).
Gold Communication Form	Submit the form to provide information on a students pick up/ drop off by someone other than the parent or to request to contact or schedule an appointment with a teacher / or a staff member.

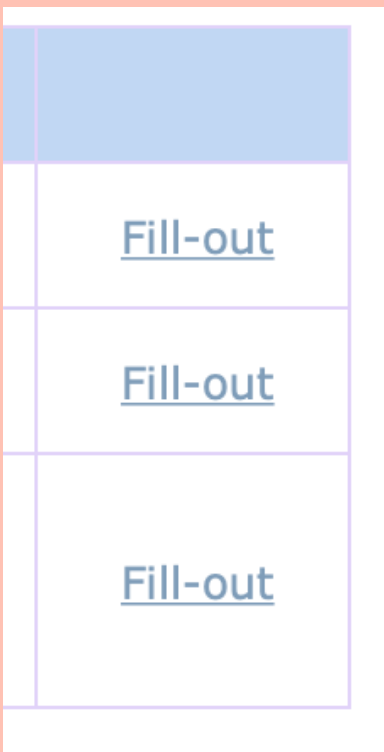
CHOOSE THE FORM YOU'D
LIKE TO COMPLETE

Tardy Forms to report a late arrival.

Absentee Form to report missing school.

Gold Communication Forms to report a
change to pick up or request
communication with your Guide.

3.



CLICK ON "FILL-OUT"

Complete the form you have
selected and then click

"SEND AND PRINT"

Your form will automatically be
sent to the main office and your
Guide!