

Dear \_\_\_\_\_,

- Will arrive at \_\_\_\_\_ am/pm tomorrow.
- Will be picked-up at \_\_\_\_\_ am/pm today.
- Was absent yesterday because:
  
- Arrived late today because:
  
- Lost/forgot \_\_\_\_\_ at school yesterday.
- Had issues with \_\_\_\_\_ homework.
- Brought in \$\_\_\_\_\_ for \_\_\_\_\_.
- Has permission to go home with \_\_\_\_\_.
- Other:

Mom/Dad can be reached at: \_\_\_\_\_

thank you!

Signature \_\_\_\_\_

Date \_\_\_\_\_