

# A NOTE FOR SCHOOL

For:  Teacher  Office  Other: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

## ABSENCE/TARDINESS:

was absent  
 will be absent  
On date(s): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Due to: \_\_\_\_\_

was late to school  
 will be late to school

## PICK-UP/LEAVE-EARLY:

will be picked up by: \_\_\_\_\_  
At:  Dismissal  \_\_\_\_\_ AM/PM  
Contact Number: (\_\_\_\_) \_\_\_\_\_ @ \_\_\_\_\_ AM/PM  
 will leave early \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Due to: \_\_\_\_\_

## MONEY ENCLOSED:

Amount: \$ \_\_\_\_\_  
For:  Lunch  Field Trip  Other: \_\_\_\_\_  
 Cash  Check

## OTHER:

Parent: \_\_\_\_\_  
Contact#: (\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_

