

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 _____