

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 \_\_\_\_\_