

## A NOTE FOR SCHOOL

For:  Teacher  Office  Other: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### ABSENCE/TARDINESS:

- was absent  was late to school  
 will be absent  will be late to school

On date(s): \_\_\_\_\_

Due to: \_\_\_\_\_

### PICK-UP/LEAVE-EARLY:

will be picked up by: \_\_\_\_\_

At:  Dismissal  \_\_\_\_\_ AM/PM

Contact Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

will leave early \_\_\_/\_\_\_/\_\_\_ @ \_\_\_ AM/PM

Due to: \_\_\_\_\_

### MONEY ENCLOSED:

Amount: \$\_\_\_\_.\_\_\_\_  Cash  Check

For:  Lunch  Field Trip  Other: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_

Parent: \_\_\_\_\_

Contact#: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

E-mail: \_\_\_\_\_



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