



# A NOTE FOR SCHOOL

- TEACHER
- OFFICE
- OTHER: \_\_\_\_\_

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### 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  Books  Other: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

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

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

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