

# A NOTE FOR SCHOOL

- TEACHER
- OFFICE
- OTHER

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

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

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

## ABSENT/TARDY

- 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

will leave \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_:\_\_\_\_ 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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