



A NOTE FOR SCHOOL

- TEACHER
- OFFICE
- OTHER _____

Today's Date: ___/___/___

Student Name: _____

Teacher: _____ Grade: _____

ABSENCE/TARDINESS

Will be absent

Will be late to school

On date(s): _____

Due to: _____

PICK-UP/LEAVE EARLY

Will be picked up by: _____

At Dismissal Time

____:____ AM / PM

Contact Number: (____)____-_____

Will leave early ___/___/___ at ____:____ AM / PM

Due to: _____

MONEY ENCLOSED

Amount: \$_____

Cash

Check

For

Lunch

Field Trip

Other _____

OTHER

Parent/Guardian: _____

Email: _____

Phone Number: (____)____-_____