



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