

# 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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