

# SCHOOL OFFICE MEMORANDUM

To: Parents and/or Guardians of Saint Bernadette School Students  
From: Saint Bernadette School Office  
Date: August, 2015  
RE: **Guidelines for Writing Notes to the Office**

**Please be certain to communicate efficiently with the school office this year. We MUST receive a note **EACH and EVERY DAY** your child will be changing their schedule!** All notes dealing with variances in a student's departure from school (*i.e.*, taking an alternate means home after school, staying for an after-school activity, early dismissal for an appointment, etc.) must be recorded daily in the school office and therefore, a note should be sent to school.

Be sure to follow these guidelines when writing notes during the school year:

- Use a piece of paper that is at least 4" x 8" in size and please **DO NOT** use "Post-It" notes.
- Include the following information on the note: *the date, your child's first and last name; grade and room number; teacher's name; and the reason for the note.*
- Make sure to **SIGN** and **PRINT** your complete name.

**If you forget to send a note in with your child, please call the school office NO LATER than 9:00 am.** If you choose to bring the note to school, please hand it to someone in the office. Do not put it directly in a teacher's mailbox.

A sample note is shown below. This is only a suggested format. "FILL IN THE BLANK" forms may be downloaded from our website at [www.stbern.net](http://www.stbern.net). Just go under "For Parents" and click on "Forms", you can also pick up sample forms in the school office.

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## SAMPLE NOTE

Date \_\_\_\_\_ 20\_\_\_\_

Dear \_\_\_\_\_,

Student's Full Name \_\_\_\_\_ Gr. \_\_\_\_\_ Rm. \_\_\_\_\_

\_\_\_\_\_ Will be a car rider today.

\_\_\_\_\_ Will be a bus rider today.

\_\_\_\_\_ Will go to Aftercare today.

\_\_\_\_\_ Will walk home today.

\_\_\_\_\_ Should report to Dempsey Hall / PAC or \_\_\_\_\_ after school today.

\_\_\_\_\_ Should stay after school today for \_\_\_\_\_.

\_\_\_\_\_ Will have an early dismissal today at \_\_\_\_\_.

Reason \_\_\_\_\_.

\_\_\_\_\_ Other: \_\_\_\_\_.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_