

Print out this page and fill in the pertinent information to relay a message to your child's teacher.

School Note

Child's Name _____ Date _____

Teacher _____ Room No. _____

____ Absent/Late My child was: ____ absent or ____ late on _____ due to

____ Dismissal My child will be dismissed at _____ for the following reason:

____ Permission After school, my child has permission to go with

____ Comments

Parent/Guardian
Signature _____