

**This is the information we would like to have when your child has a change in his/her regularly scheduled day.**

**OFFICIAL NOTE TO WYLAND ELEMENTARY SCHOOL**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_ Reason for Absence: \_\_\_\_\_

\_\_\_\_ Reason for Tardiness: \_\_\_\_\_

\_\_\_\_ Reason for Early Dismissal: \_\_\_\_\_

Pick-Up Time: \_\_\_\_\_

\_\_\_\_ Picked up After School by: \_\_\_\_\_

\_\_\_\_ Going Home on Bus: \_\_\_\_ with: \_\_\_\_\_

\_\_\_\_ Bringing Home His/Her Friend: \_\_\_\_\_ on Bus: \_\_\_\_\_

\_\_\_\_ Riding the Royal Oak Bus

\_\_\_\_ Going to Community Center

\_\_\_\_ Going to After-School Meeting (Specify): \_\_\_\_\_

Thank you! \_\_\_\_\_

(Parent/Guardian Signature)

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