

OFFICIAL NOTE TO POFF ELEMENTARY SCHOOL

Teacher: _____ Room: _____ Date: _____

Student Name: _____

_____ Reason for Absence: _____

_____ Reason for Tardiness: _____

_____ Reason for Early Dismissal: _____ Time: _____

_____ Picked up After School by: _____

_____ Going Home on Bus: _____ with: _____ Room: _____

_____ Bring Home His/Her Friend: _____ on Bus: _____

_____ Riding the Royal Oak Bus

_____ Going to Latchkey

_____ Going to After School Function (Specify): _____

Thank you, _____

(Parent/Guardian's Signature)

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