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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Thank you, ______________________________________

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