



# OFFICIAL NOTE TO POFF ELEMENTARY SCHOOL



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

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_ Date Absent: \_\_\_\_\_

Reason for Tardiness: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Reason for Early Dismissal \_\_\_\_\_ Pickup Time: \_\_\_\_\_

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

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

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

Riding the Royal Oak Bus

Going to YMCA BASE Program

Going to After School Function (Specify) \_\_\_\_\_

(examples: Chess Club, Lego Club, Intramurals, Kind Kid Club)

Thank you, \_\_\_\_\_

(Parent/Guardian's Signature)



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