SAINT THERESA SCHOOL

A Note to School

Download and save a completed copy, or print the form and fill it out by hand.

Email this form to your child's teacher and to the school office at **stsoffice@saintttheresaschool.org**

To (teacher or office)

Date of note

Student's name

REASON FOR THIS NOTE Check all that apply.

☐ **Late arrival**

Reason for arriving late

☐ **Early pickup**

Name of person picking up student

Pickup time (a.m. or p.m.)

☐ **Returning to school after an illness**

Number of days absent

Reason for absence

☐ **Upcoming absence**

Date(s) of absence

Reason for absence

☐ **Other**

Details

Parent or guardian signature (type or sign by hand)

May we begin each day with grateful hearts and share God's love in little ways.