

A Parent – to – Teacher Communication

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

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

My child was absent on \_\_\_\_\_, due to:

\_\_\_\_\_  
(I understand that a doctor's/dentist's note, or a written explanation is needed)

Please excuse my child from P.E. and recess due to:

\_\_\_\_\_

I will check out my child today for a \_\_\_\_\_

Appointment at \_\_\_\_\_ a.m. or p.m. (Circle One)

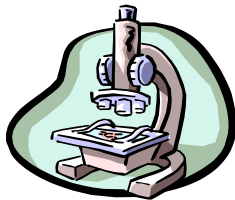
(Reminder: Check out before 1:30 p.m. will be counted as an absence.)

My child will not be using his/her normal transportation to travel home today. Today's transportation will be:

\_\_\_\_\_  
(I understand that only people listed on the registration form may pick-up and/or checkout my child, they must also show proper picture identification, and that all bus changes must have prior written approval.)

Parent/Guardian Signature: \_\_\_\_\_

I can be reached at \_\_\_\_\_ or at \_\_\_\_\_



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