

(Print Teacher Name)

Dear \_\_\_\_\_, Gr. \_\_\_\_\_ Rm. \_\_\_\_\_

(Print Student First & Last Name)

Please note that \_\_\_\_\_

\_\_\_\_\_ will be picked up on \_\_\_\_\_ (Day & Date) at \_\_\_\_\_ (Time)

\_\_\_\_\_ (Circle) by Parent or Other: \_\_\_\_\_ due to \_\_\_\_\_ (Circle) Return? Y or N

\_\_\_\_\_ missed school on \_\_\_\_\_ due to \_\_\_\_\_

\_\_\_\_\_ will miss school on \_\_\_\_\_ due to \_\_\_\_\_

Sincerely, \_\_\_\_\_

Notification Initials:

Teacher: \_\_\_\_\_ Office: \_\_\_\_\_ PowerSchool: \_\_\_\_\_

(Print Teacher Name)

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(Print Student First & Last Name)

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