A NOTE TO TEACHER & SCHOOL OFFICE

PLEASE PRINT

CHILD’S NAME: ________________________________________________

TEACHER: ____________________________________________________

GRADE: __________

DATE: __________

Check on one of the following and add details:

☐ Is being dismissed at what time: ____________________________
   and picked up by: _________________________________________

☐ Is being picked up at the end of the school day by:
   ________________________________________________________

☐ Is staying after school because: (enrichment, scouts, etc.)
   ________________________________________________________

☐ Other (trips/vacation/extended absences):
   ________________________________________________________

Parent’s Signature:
   ________________________________________________________

Phone Number (where you can be reached, if needed):
   ________________________________________________________