A Note To  
Kemptown Elementary

To: _____________________________________________________________

From: ____________________________________________________________

Date: _____________________________________________________________

Teacher’s Name: ___________________________________________________

Subject: ___________________________________________________________

(student’s name)

(check applicable)

☐ Is late due to ____________________________________________________

☐ Will be picked up by _____________________________________________

   at _____________  ☐ am  ☐ pm  &  ☐ will  ☐ will not return today.

☐ Will be going home with __________________________________________

   (check one) ☐ on bus # ___________  or  ☐ as a car rider.

☐ Is returning to school after an absence of ________ days due to

   (check one) ☐ an illness ______________  or  ☐ other. (explain “other below).

☐ Money is attached for _____________________________________________

☐ Other __________________________________________________________

   _______________________________________________________________

   _______________________________________________________________

   _______________________________________________________________

Signature: _________________________________________________________