



**Urbana Middle School
Note to School**

Today's Date: _____ Grade: _____

Student Name: _____

is/was late on:

Date(s): _____

Reason: _____

will be picked up early by _____

at _____ for _____
(Time) (Reason)

is returning to school after being absent on:

Date(s): _____

Reason: _____

Other: _____

Parent/Guardian Signature

Phone Number



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