Dear (Teacher Name) __________________________________ Date: _______________

My child, __________________________________________.

☐ Will be picked up today at dismissal (through car pool* / in the cafeteria*) by: __________________________.

☐ Will be picked today at __________ by _________________________.

circle one

☐ Needs to ride bus # ______ home today.

☐ Needs to ride bus # ______ (with / to) ____________________________.

circle one

☐ (Will NOT be in school / Will be LATE) on ____________________________.

circle one

☐ Was absent on _______________ because ____________________________.

☐ Enclosed is money in the amount of $ ____________ for ____________________________.

Other: ____________________________________________________________________________.

Thank you, __________________________________________

Phone # _________________________ Email: _____________________________________________

(Where parent/guardian can be reached during the school day)

* Car Pool = Must have a car pool tag. *In the Cafeteria = Must be signed out through the office prior to pick-up in the cafeteria.

Visit us at http://bes.hcps.us/