

**PENN BEACH ELEMENTARY SCHOOL  
A NOTE TO SCHOOL**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Teacher's Name)

From: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Parent/Guardian Name) (Number you can be reached at during  
school hours)

Student's Name: \_\_\_\_\_

CHANGES TO NORMAL ROUTINE:

Will be picked up early from school by \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_ am/pm

Will be going home as a walker

Other \_\_\_\_\_

ABSENTEE NOTICE:

My child was absent on \_\_\_\_\_ for the following  
(Date (s) of Absence)

reason: \_\_\_\_\_

Signature: \_\_\_\_\_

\* It is imperative that you communicate directly with the school office (using this form or via a phone call) any information regarding end of day pick-up procedures or any other pertinent information.

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