

A Note to...  
**Parkville Middle School**



To: \_\_\_\_\_  
*Homeroom Teacher's Name*

From: \_\_\_\_\_  
*Parent's/Guardian's Name*

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

Please check if applicable:

- Is tardy to school due to \_\_\_\_\_.
- Will be picked up for early dismissal by \_\_\_\_\_  
at \_\_\_\_\_ a.m. /p.m. due to \_\_\_\_\_.
- Is returning to school after an absence on the following date(s):  
\_\_\_\_\_

Reason for absence(s):  
\_\_\_\_\_  
\_\_\_\_\_

- Has a change in phone number/address/emergency contact and the new information is  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Additional information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_