

# NOTE TO SALEM SCHOOL OFFICE

Revised 9-27-2013

Day/Date \_\_\_\_\_

From (Parent/Guardian) \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_



This note is to let you know that the student indicated above:

Will be attending a before-school extra-help session with Mr./Mrs./Miss \_\_\_\_\_.

Is late due to \_\_\_\_\_.

Is returning to school after an absence of \_\_\_\_\_ days due to \_\_\_\_\_.

Will be picked up by \_\_\_\_\_ at \_\_\_\_\_ am/pm on  
Day/date \_\_\_\_\_.

Is staying after school for the following activity that is held at the school but NOT school-sponsored (e.g., scouts, Destination ImagiNation):

Note: School-sponsored activities (e.g., music, sports, clubs) require completion of the Activity Participation form, which will be supplied by the teacher.

Activity \_\_\_\_\_

Day/date \_\_\_\_\_

Has permission to ride bus to Salem Public Library (24-hr advance notice required):

Day/date \_\_\_\_\_

Has permission to ride Bus # \_\_\_\_\_ to student care provider (24-hr advance notice required): Day/date \_\_\_\_\_

Name of provider \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Guardian)