

TO: Parents/Guardians of West Hanover Students

FROM: West Hanover PTA

RE: School Notes

Today, your child brought home a pack of notes to be used to communicate information to your child's teacher and to the office. These notes should be used when your child:

- is late for school due to a doctor/dentist appointment;
- has a doctor/dental appointment later in the day that you will need to pick him/her up early from school;
- was ill and is returning to school;
- will be picked up downstairs at the end of the school day rather than riding the bus home.

The PTA has provided these notes to give parents a quick and easy way to communicate these routine occurrences with the teaching and office staff. These notes should not be used for educational trips. A separate form should be obtained from the office, completed and returned to Mr. Correale for approval.

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West Hanover Elementary  
Note for School

Date: \_\_\_\_\_ Rm# \_\_\_\_\_

Student name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Student is late because: \_\_\_\_\_

Student will be picked up at: \_\_\_\_\_

by: \_\_\_\_\_

for:  Doctor appt.  Dental appt.

Other (please specify): \_\_\_\_\_

Student was absent because: \_\_\_\_\_

More information from parent on back

Student will **not** be riding bus today and will be  
picked up downstairs at 3:45 by: \_\_\_\_\_

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