



SENDING A NOTE TO SCHOOL

New Manchester Elementary School

phone 304.564.3242

fax 304.564.5084

"It Takes a Team to Educate a Child"

Please use this form to provide information in regards to absences, early dismissals, bus changes, and requests. Remember, bus changes will not be taken over the telephone or through Class Dojo to ensure student safety.

STUDENT NAME: _____ TEACHER: _____

DATE OF REQUEST: _____ PERSON MAKING REQUEST: _____

____ THIS REQUEST IS FOR TODAY ONLY

____ THIS REQUEST IS FOR THE FOLLOWING DAYS THIS WEEK

MONDAY _____
TUESDAY _____

WEDNESDAY _____
THURSDAY _____

FRIDAY _____

REASON FOR THIS NOTE:

____ ABSENCE – My child was absent from school on _____ due to _____

____ EARLY DISMISSAL – My child will be leaving school early _____ (time) for the following reason: _____

The following person will be picking up my child: _____

____ BUS CHANGE – My child will be riding Bus # _____

Bus Stop _____

____ AFTER SCHOOL PICK UP – My child will be picked up after school by: _____

Relationship to child: _____

____ CONFERENCE – Please contact me for a conference

Phone Number: _____ Teacher Being Requested: _____

____ REQUEST FOR FORMS – Please send the following forms home with my child

____ Medication Forms _____ THIS FORM

____ Other, please specify: _____

ADDITIONAL NOTES OR COMMENTS: _____