



SENDING A NOTE TO SCHOOL

New Manchester Elementary

Dear Parents, to improve communication between home and school, please use this note when making a written request to the school. **In compliance with Hancock County Board of Education Policy JGGC, bus changes will not be taken over the phone...**if you need to change your child's route home; you must bring or fax a note to the office. This policy is in place for the safety of our students. As always, thanks for your cooperation. The school fax number is 304-564-5084.

Student _____ Teacher _____ Grade _____ Room _____

Requesting Parent _____ Date of Request _____

Reason for this note:

___ **TARDY** - My child was late for school today because _____

___ **ABSENT** - My child was absent from school on _____
due to _____

___ **EARLY DISMISSAL** - A dismissal is being requested for today at _____ (time)
for the following reason _____
The following person will be signing my child out of the office at this stated time:
Designated Adult: _____

___ **AFTER-SCHOOL PICK-UP (WALKER)** - My child will be picked up after school by the
following person _____
Pick up will be (check one) ___ in the office ___ Outside by car after buses depart.

___ **IRREGULAR BUS REQUEST** - I'm requesting my child ride home on Bus # _____
Requested bus stop _____

___ **PARENT CONFERENCE** - I would like to schedule a conference with my child's teacher.
Please call me with the times available. Phone number: _____
Teacher being requested: _____

___ **REQUEST FOR FORMS** - Please send the following forms home with my child.
Medication Forms – Number needed _____
___ THIS FORM !!!! – Number Needed _____

OTHER COMMENTS / NOTES: _____

