

# Home to School Memo

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To (teacher or staff member): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Is late due to: \_\_\_\_\_
- Is going home with: \_\_\_\_\_
- Will be absent on: \_\_\_\_\_
- Will be picked up at: \_\_\_\_\_
- Other circumstances: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_