



WEST GREENE  
ELEMENTARY  
SCHOOLS

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

To: \_\_\_\_\_  
(Teacher)

From: \_\_\_\_\_  
(Name of parent/guardian)

My child, \_\_\_\_\_, Grade \_\_\_\_\_

is returning to school after being absent on \_\_\_\_\_,  
Date(s)  
due to \_\_\_\_\_

will need an early dismissal on \_\_\_\_\_ at \_\_\_\_\_  
Date(s) Time  
due to \_\_\_\_\_

will be on 3:00 parent pick-up on \_\_\_\_\_  
Date(s)

\_\_\_\_\_ has my permission to ride  
the bus home with \_\_\_\_\_ on \_\_\_\_\_  
Date(s)

\_\_\_\_\_ bus number

1<sup>st</sup> dismissal   
2<sup>nd</sup> dismissal

TO: \_\_\_\_\_  
address

\_\_\_\_\_  
Signature of parent/guardian

You may phone me today at \_\_\_\_\_

\*\* ADDITIONAL FORMS ARE AVAILABLE IN THE OFFICE AND ON THE SCHOOL WEB SITE  
AT WWW.WGSD.ORG



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