



Memo to School

Scott M. Ellis Elementary School
Compliments of the PTA

Date _____

Student's Full Name _____

Classroom Teacher _____ Regular Bus Route _____

was absent from school on _____

because _____

is going to _____

(Name)

at _____ on bus route _____

(Address)

on the following dates _____

is participating in an after-school activity _____

(name of activity)

on _____

(date(s) of activity)

will be picked up on _____ at _____

(date)

(time)

by _____

(adult's name- please tell adult to bring photo identification)

will be picked up on _____ at dismissal (2:25pm)

by _____

(adult's name- please tell adult to bring photo identification)

Other _____

Parent/Guardian Signature _____

Office Use Only:

transportation _____
(initials)

office _____
(initials)