

Date \_\_\_\_\_

Dear \_\_\_\_\_

Please excuse \_\_\_\_\_ 's  
absence/tardiness on \_\_\_\_\_ due to \_\_\_\_\_  
(circle one) (date)

\_\_\_\_\_ will not take  
(name) (grade)  
bus # \_\_\_\_\_ home \_\_\_\_\_ but will he picked up by  
(date)

Please dismiss \_\_\_\_\_  
(name) (grade) (bus #)  
at \_\_\_\_\_ for \_\_\_\_\_  
(date)

Returning? Yes / No (Please Circle Answer)

\_\_\_\_\_ will be getting off  
(name) (grade) (bus #)  
bus# \_\_\_\_\_ with \_\_\_\_\_  
(date) (name) (grade)

Parent/Guardian \_\_\_\_\_

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Parent/Guardian \_\_\_\_\_