



## NOTE PAD ORDER FORM

NOTE TO SCHOOL pads are available in the office for anyone who wishes to purchase them. Notes to school are an important and necessary form of communication regarding your child. Please use this or a **similarly clear note form** when sending in required notes. A reproduction of the note pad is shown below:

Actual size: 5.5" x 8.5"

Cost: \$1.50 per pad

**Does your note to school include all the information it should?** Save your teacher and office staff precious time and effort by including all the information needed in your communications.

If you wish to order note pads, please detach the form below and return to the office with a check payable to St. Joseph School.

**A Note To School**

To: \_\_\_\_\_

From: \_\_\_\_\_  
(parent/guardian signature)

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

Subject: \_\_\_\_\_  
(student's name)

(Check Applicable)

is returning to school after an absence of \_\_\_\_\_ days  
due to \_\_\_\_\_

will be picked up by \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m.

will be going home with \_\_\_\_\_  
( ) On bus # \_\_\_\_\_ to address: \_\_\_\_\_  
in own bus district unless authorized otherwise by principal

After School Care (ASC) - (if change in regular schedule)  
( ) will ( ) will not - attend today

Attending Enrichment Club: \_\_\_\_\_  
( ) Pick up by \_\_\_\_\_ after activity  
( ) Sign in to After School Care (ASC) after activity

(other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note pads 4/04

### NOTE PAD Order Form

FAMILY NAME: \_\_\_\_\_

Child's Homeroom: \_\_\_\_\_

# of pads: \_\_\_\_\_ @ \$1.50 each = \$ \_\_\_\_\_

Amount enclosed: \$ \_\_\_\_\_

Return to the main office in an envelope marked "Note Pad Order" with payment enclosed.  
Any checks to be made payable to St. Joseph School.