



# MUSTANG MEMO

A NOTE TO ST. MICHAEL SCHOOL  
[www.stmichaelsharonville.org](http://www.stmichaelsharonville.org)

Report an absence: (513) 554-3555

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

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

Student's Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

### Dismissal Change

Will be a car rider with: \_\_\_\_\_

Will be a walker

Will be a bus rider

Will be picked up by: \_\_\_\_\_ at \_\_\_\_\_ a.m. | p.m.

for \_\_\_\_\_

Will be staying after school for: \_\_\_\_\_

### Tardiness

Is late due to: \_\_\_\_\_

### Absence

Is returning to school after an absence of \_\_\_\_ day(s) due to:

\_\_\_\_\_

### Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_