



Newbury Elementary School
14775 Auburn Road, Newbury, Ohio 44065
(p) 440-564-2282 (f) 440-564-9690
Cyndi Tomassetti, Elementary School Principal

TO (teacher): _____

FROM: _____

(please use your first AND last name)

Student's name: _____

(first AND last name)

- will be late, arriving at/about _____ AM/PM.
- will be dismissed early at _____ AM/PM, and will be picked up in the office by _____ (first and last name of person picking student up)
- will be picked up at regular dismissal time by _____

(first AND last name of person picking up)

I can be reached at: _____ if you have any questions.

Please be aware that any time a child is absent or tardy, you should call the Office at 564.2282 x 141 by 9:15 a.m. that day or send an email to our school secretary, Lisa Levine:

lisa.levine@newburyschools.org. **This form needs to be in the elementary office by 1:30 p.m.**

Parent/Guardian Signature:

*** * You may print additional forms from the Newbury School website.* ***