

**Loella F Dewing School**  
**1469 Andover Street, Tewksbury, MA**  
**Office: 978-640-7858**



Today's Date: \_\_\_/\_\_\_/\_\_\_

TO (teacher): \_\_\_\_\_  
(please use teacher's LAST name)

FROM: \_\_\_\_\_  
(please use your first AND last name)

On, \_\_\_/\_\_\_/\_\_\_, \_\_\_\_\_  
(date) (student's name—first AND last)

- will not be attending school because: \_\_\_\_\_
- will be late, arriving at/about \_\_\_\_\_ AM/PM.
- will be dismissed early (at or before 2:30 pm), 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)

**Please note: Early dismissal (9am-2:30pm) is from the Main Office. 3:10pm dismissals are from the gym.**

- is taking bus # \_\_\_\_\_ **HOME instead of**  gym pickup  bus to daycare or  extended day
- I need to send my child on a **different bus** today, **because** no one will be at home to get him/her off the bus and **s/he requires after school child care**. S/he will be going on bus # \_\_\_\_\_, to the home of \_\_\_\_\_  
(name, address, phone number)

**Please note: students may ONLY ride a different bus for childcare purposes and ALL CHANGES MUST BE PRE-APPROVED BY THE SCHOOL PRINCIPAL.**

Other: \_\_\_\_\_

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 @ (978-640-7858) by 9:15 a.m. that day or send an email the front office to [jwallace@tewksbury.k12.ma.us](mailto:jwallace@tewksbury.k12.ma.us).

Parent/Guardian Signature:

\_\_\_\_\_

**\*\* You may print additional forms from the Dewing School website. \*\***