

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

Dear \_\_\_\_\_,  
(Homeroom Teacher)

Due to an unforeseen emergency, it will be necessary for my child,  
\_\_\_\_\_, to be dismissed to the  
*First Name*                      *Last Name*  
cafeteria today for pick-up.

\_\_\_\_\_ will be picking up my child.

Thank You.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Parent/Guardian Signature*