THANK YOU!

Thank you for downloading your free school envelopes from K&J Publishing.
We hope they help make sending notes, forms, money, and important papers to school a little easier.

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PRINTING INSTRUCTIONS

1.

Download and open the PDF using Adobe Acrobat Reader or another PDF reader.

2.

Load a standard **#10 envelope** into your printer.

3.

Select **#10 Envelope** as the paper size.

4.

Choose **Actual Size** or **100%** — do not select Fit to Page.

5.

Print **one test envelope** to confirm the correct placement.

PLEASE NOTE
Printer settings and envelope-loading directions vary. Check your printer manual if needed.

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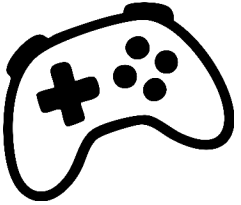

Date: _____

Student's Name: _____

Teacher's Name: _____

- ○ LUNCH MONEY
- ○ BOOK FAIR MONEY
- ○ FIELD TRIP MONEY
- ○ PERMISSION SLIP

- ○ DOCTOR'S NOTE
- ○ DISMISSAL NOTE
- ○ NOTE TO TEACHER
- ○ OTHER: _____

A SCHOOL NOTE

Date: _____

Student's Name: _____

Teacher's Name: _____

Parent/Guardian Name: _____

- ◯ Absence Note
- ◯ Early Dismissal
- ◯ Transportation Change
- ◯ Medical Information
- ◯ After-School Change
- ◯ Note to Teacher
- ◯ Signed Form
- ◯ Other: _____