

HILLSDALE  
MUSIC  
DEPARTMENT

Date:

Dear (teacher) \_\_\_\_\_,

Regarding: (student) \_\_\_\_\_ in your  
\_\_\_\_\_ period \_\_\_\_\_ class

This note is to notify you that my child has been selected to participate in a special performance on (performance date): \_\_\_\_\_, as a member of the Hillsdale Music Department and a representative of the Rancho San Diego community. This will be a special field trip; therefore, our child will not be in your class on that date.

In anticipation of this special field trip and to ensure that our child does not get behind in schoolwork, we would appreciate it if you could please send schoolwork and homework for the performance date, either before that date, or extend the due date.

Thank you, in advance, for your support.

Sincerely,

\_\_\_\_\_  
Parent/Guardian