STUDENT: _______________________

CLASS: _________________________

My child was absent from school on the following date(s):

Beginning Date: ________ (complete only if this line if one day’s absence)

End Date: ________ (complete if more than one day absence)

Reason for absence: please tick appropriate box

☐ ILLNESS  ☐ APPOINTMENT

☐ HOLIDAY  ☐ OTHER

COMMENTS: _______________________

______________________________

Signed:_________________ Date:________

Parent/Guardian

Date: ____/____/____

This notice of explanation should be sent to your child’s class teacher on their return to school for inclusion in the Attendance Roll. If taking a planned absence please forward BEFORE absence/holiday.