



ABSENTEE NOTE

Dear Parent / Caregiver,

The school requires an explanation if a child is absent from school.

Would you please assist the school by completing the following information about your child's absence and return it to the class teacher.

Child's Given & Surname: _____

Class Teacher: _____ Grade: _____

Was / Will be absent from school on _____

because _____

Signed: _____ Date: _____

Your support and assistance is appreciated.

Verbal

Authorised by:

Note

Date:

Phone Message

Comments: _____
