

EXCUSE FOR ABSENCE

TO THE PARENT: DATE _____

(Name of Pupil) (Grade) WAS ABSENT

ON (Date)_____. ABSENCE SERIOUSLY INTERFERES WITH THE WORK OF THE PUPIL AND OF THE SCHOOL. WRITE BELOW THE REASON FOR ABSENCE AND RETURN THIS NOTICE WITH THE EXCUSE PROMPTLY.

_____ TEACHER

REASON FOR ABSENCE _____

(Date)

(Parent's Signature)