



ABSENCE NOTE

Child's Name: Class: Teacher:

Parent/Guardian name: Signature: Date:

For Unplanned Absence:

My child **was** absent on this date/...../..... (1 day only) or
on these dates, from/...../....., to/...../..... (..... school days in total)
because he/she was SICK/OTHER.....(brief explanation)

For Planned Absence only:

My child **will be** absent on these dates, from/...../....., to/...../..... (..... school days in total)
because of HOLIDAY/TRAVEL/OTHER:..... (brief explanation)
Principal notified :..... Date:..... Extended Leave Form required: Y/N



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