Dear: ..........................................................

Regarding School Attendance for: .......................................................... (Student’s Name)

absent from school on: .......................................................... (Date of absence)

It is most important that children attend school each day. If an absence occurs due to sickness or injury, it is important that a written note of explanation be provided on the first day back. The written note is required even if a verbal message or phone message has been arranged.

Would you please use the space below to write a short note of explanation for the absence and return to me as soon as possible? Thank you for your co-operation.

Yours sincerely

………………………………
CLASSROOM TEACHER

To: Wilberforce Public School

Dear: .......................................................... (Name of Classroom Teacher)

Regarding School Attendance for: .......................................................... (Student’s Name)

Absent from school on: .......................................................... (Date of absence)

The reason for the absence was as follows: ..........................................................

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Signature (Parent/Guardian): .......................................................... Date: ..................................