



(YOU MAY USE THIS FORM TO EXPLAIN AN ABSENCE)

TO: The School Office,

Please excuse my child(ren) from attending School, as detailed below:

Today's Date: .....

Parent/Guardian Name: .....

**Student Name:** ..... **Class:** .....

**Student Name:** ..... **Class:** .....

**Student Name:** ..... **Class:** .....

Date/s of absence: .....

Reason for absence: .....

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Yours faithfully,

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