I wish to advise that

(First name of student)          (Surname of student)
Grade __________
was absent on ____/____/_____ to ____/____/_____

Reason:
- Illness or accident
- Medical Appointment
- Quarantine (Head lice/Exclusion)
- Dentist
- Bereavement (Funeral)
- Extended Family Holiday
- Other

Parents Name: _________________________________
Signature: ________________________ Date: ________

Please make sure this note is given to your child’s teacher when they return to school.