

## ABSENCE NOTE

Parent Copy

Note sent \_\_\_\_ / \_\_\_\_ / \_\_\_\_

for full day / part day  
absence(s)

☐ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

No. of school days \_\_\_\_

Reason:

## ABSENCE NOTE

Year \_\_\_\_

First Name

Surname

This note is for a **FULL DAY** absence from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Number of school days \_\_\_\_

This note is for a **PART DAY** absence on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ from \_\_\_\_ to \_\_\_\_

This note is to request **GATE PASS** on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Depart \_\_\_\_ Return \_\_\_\_

☐ Not returning

The reason for the absence is: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Office Use:

☐

Date Signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Leave approved:

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