

ABSENCE NOTE

To: _____

From: _____

Regarding: _____

This letter is to inform you that our child, _____
will be absent from school during the following dates:

We would like to request that his/her absences be counted
as excused.

Please save all class work for _____
He/she will be complete it in a timely manner upon
our return.

Thank you for your attention to this. If you have any
questions or need any further information, please feel free
to contact me at _____

(parent's signature)
