

Date: _____

Dear _____,
(teacher's name)

_____ of _____ was away from school
(child's name) *(class)*

from _____ to _____ for the following reason:
(date of first day) *(date of last day)*

- Illness
- Medical Appointment
- Funeral
- Family Event
- Other _____

Yours sincerely,

(Signature)
Parent/Guardian

(Parents, please note that if the absence is for a holiday from 10 to 100 days, then you are required to submit an application for extended leave. Please don't use this form. Thank you for your cooperation.)