

Absence Letter

Date:

Student's Name: _____

HR: _____

Dear Attendance Secretary,

My Daughter was absent on _____ due to (circle one) illness, Dr. appointment, death in the family, personal reasons or other _____.

Kindly accept this authorized letter as an excused absence.

Sincerely,

Parent / Guardian Signature

Note:

- 1) Failure to call the school prior to 8:00 am on the day of absence will result in a student detention.
- 2) Failure to hand in a letter signed by an authorized parent/guardian upon return to school will result in a student detention.