

SAMPLE LETTER FOR PARENTS NOTIFYING PARTIAL OR FULL STUDENT ABSENCE

To: (Teacher/Home Group Teacher)

Child's Name:

Class/Home Group:

Please excuse my child for being absent on (date/s)

If partial absence: From To (eg 11:00 am to 3:20pm)

Due to:
.....
.....
.....

Parent's Name:

Parent's Signature:

Today's Date: