St. Mary’s School Young – Absentee Notice

Dear __________________________

Our school records show that your child __________________________ in ___________
Was absent from school on:
Date: ____________________ ☐ Full Day ☐ Partial: ____________________

It is a legal requirement that a note explaining your child’s absence be kept with
the class roll. Please tick the reason below and return to your child’s teacher as
soon as possible so that class records can be updated.
Reason: ☐ Sickness ☐ Family reasons ☐ Holiday
☐ Appointment with: __________________________
☐ Other (specify) __________________________

Parent/Guardian Signature: __________________________ Date: __________________________

Sincere thanks,

________________________
Classroom Teacher

________________________________________________________________________

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Sincere thanks,

________________________
Classroom Teacher