

## 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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