

Absence Notification Proforma –

Please fill in the required information and send a copy of this note to your child's teacher on the day of child's return to school following an absence.

____/____/____

Dear _____ (classroom teacher)

My child (name in full) _____ in grade _____ room _____ was absent on

____/____/____.

The reason for the absence was:

- illness
- appointment
- family business
- other _____

Parent/Guardian Signature

____/____/____
Date

✂-----

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