

## Absence Excuse Form

Date: \_\_\_\_\_

Dear \_\_\_\_\_ ,  
(teacher's name)

Please excuse my child, \_\_\_\_\_, from being  
absent from school on the following day(s): \_\_\_\_\_.

The reason for his/her absence is:

Parent/Guardian

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Notes: This form should be submitted to your child's teacher within 3 days of the last date of absence. If applicable, please attach a doctor's excuse to this form.