

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

My child \_\_\_\_\_ was  
absent/late on (date) \_\_\_\_\_ due to  
(reason) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature:

\_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

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