



Student Letter of Absence

To Administration,

My child, _____, was absent from school from
(Student Name)

_____ to _____, due to
(Date of First Missed Day) (Date of Last Missed Day)

the following reason: *see note below

Thank You.

Parent Signature

Date

*NOTE: Please attach any medical documentation to support any absences due to illness or injury.

Office Use Only:

Unexcused

Excused

Documentation Provided