



ABSENCE NOTE

_____ Full Name _____ Roll Class

This is a note for

LATE ARRIVAL at: _____ am/pm

on: ____/____/20__

ABSENCE for ____ day(s)

Date(s): ____/____/20__ to ____/____/20__

EARLY DEPARTURE required on ____/____/20__

Leaving School at _____ am/pm

Returning to school at _____ am/pm

Approved by _____

Reason: _____

Signature: _____ Date: ____/____/20__
Parent/Caregiver



PARENT COPY

Date note sent ____/____/20__

Late Arrival

Date: ____/____/20__

Absent Note for ____ day(s)

Dates: ____/____/20__

to ____/____/20__

Early Departure Requested

Date: ____/____/20__

Reason _____

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