Dear Parent/Guardian:

Your child ___________________ was absent on _____________. We have not received an excuse for this absence. Please complete and return the bottom portion of this form with your child tomorrow. If this form is not returned, the absence will be recorded as ILLEGAL. The accumulation of three illegal absences could result in a hearing citation being issued through the local magistrate. Please return this form to your child’s teacher tomorrow. Thank you for your attention to this matter.

Sincerely,

Melissa Wagner
Mrs. Melissa Wagner
Principal

________________________________
Student Name

________________________________
Teacher

________________________________
Date(s) of Absence

Reason for Absence:
Doctor Appointment ___________ Dentist Appointment____
Hospitalization ________________ Ill ________________
School-Approved Vacation ______ Funeral ________________
Other: Please state specific reason

________________________________
Parent/Guardian Signature

________________________________
Date: __________________________