WATTLE GROVE PUBLIC SCHOOL ABSENCE NOTE

If your child is absent from school, please send a note as soon as your child returns to school explaining the absence.

Example of an Absentee note to be sent to the class teacher on the child’s first day of return:

Date __________________________________________ (Date child returned to class)

Dear __________________________________________ (Insert class teacher’s name)

Please excuse __________________________________________

(Student’s Full Name)

From school on __________________________________________ (Date of Absence)

as he/she has been suffering from __________________________________________

(Reason for Absence)

Signature of parent or caregiver __________________________________________

Please attach any doctor’s certificate you may have.