

Date: _____
(today's date)

To the School Attendance Office:

My child, _____, was absent from school
(child's name)

on _____
(date of absence)

for the following reason: (circle one)

Illness

Family Illness

Death in the Family

Educational Opportunity

Religious Observance

Unavoidable Medical or Dental Appointment

Other: _____

Sincerely,

(parent/guardian signature)