

# Absent Note

Please remember that an absence note is needed for every absence. The note must be signed by a parent or guardian. An email cannot be used to excuse an absence.

Dear \_\_\_\_\_,

Please excuse \_\_\_\_\_ for being absent on \_\_\_\_\_.

My child was absent because \_\_\_\_\_  
\_\_\_\_\_.

Thank you!

\_\_\_\_\_  
Parent/Guardian Signature