

STUDENT ABSENCE LETTER 學生缺席信
JAMES WARD ELEMENTARY SCHOOL 華德小學

Date 日期: _____

Homeroom 班號: _____

To (Homeroom Teacher): _____

收件人姓名 (班主任 老師)

From (Parent/Guardian): _____

發件人姓名 (家長/監護人)

My child _____ was absent

我的孩子(姓名)

沒有上學

from school on (date/s) _____

的日期

for the following reason/s:

因為以下的原因:

illness 生病 medical appointment 看醫生 other 其他 (be specific 具体說明):

If illness, what were the symptoms? (Check all that apply)

如果生病, 請問是什麼症狀? (選擇所有適用的)

allergies 過敏 asthma 氣喘 common cold 普通感冒

diarrhea 腹瀉 fever 發燒 rash 疹子 vomiting 嘔吐

other 其他 (please be specific 具体說明): _____

Was the child seen by a physician? 孩子有看醫生嗎? Yes 有 No 沒有

If yes, what was the diagnosis: _____

如果有, 診斷是什麼:

Recommended treatment: _____

建議治療方法:

Parent/Guardian Signature: _____

家長/監護人簽名:

(Please attach physician's note and/or authorization for medication whenever appropriate.) 請附上醫生證明 和/或者 適當批准的藥物